Guidelines for Evaluating Candidates' Equivalent Experience and Education in Regard to Recruitment and Promotion

The information in this document provides guidance for hiring managers to assist them in consistently evaluating candidates' experience and education against minimum job qualifications.

Equivalent combinations of education and experience, as prescribed in these guidelines, may be used to evaluate candidates against minimum job qualifications except for certain jobs requiring advanced knowledge of an academic subject, as described in the Important Note on page 6.

This guidance will be reviewed and may be amended periodically.

These guidelines do not apply to positions covered by collective bargaining agreements.

I. Crediting Previous Experience

Hiring managers should classify an applicant's prior experience in one of the categories noted below. Creditable prior experience can include paid employment experiences, internships, and volunteer positions.

- **Directly Related Experience**: Prior experience within the same field and with a similar scope of duties and responsibilities. Both the nature and the level of an applicant's previous experience must be essentially equivalent to the primary duties and responsibilities of the position as they appear in the published description of the position. Give ***full credit*** for this experience (1:1).
    - *Example:* Candidate applies for an Administrative Assistant position and has prior experience as a full-time Administrative Assistant. Give full credit for the prior experience.

- **Related (Relevant) Experience**: Prior experience in a related field that contained transferrable knowledge and skills that can fulfill certain requirements of the new position. Can give pro-rated experience, as appropriate, but ***less than full credit***.
    - *Example:* Candidate applies for a Financial Officer position. Candidate's prior job was a full- time Program Manager position, in which 50% of the responsibilities included budget and financial duties. In this case, give 50% credit for the duration of the candidate's Program Manager position.

- **Unrelated Experience**: Prior experience in a job that is not similar and/or where there are little to no transferrable skills. Give ***no credit*** for this experience.
    - *Example:* Prior role as a Veterinarian Tech would be unrelated to a Financial Analyst role.

- **Crediting Prior Part-Time and Seasonal Experience**: Hiring managers should give partial credit for part-time or seasonal directly related or related (relevant) experience. The credit should be pro-rated based on the number of hours worked per week (or percentage of effort) and length of service.
    - *Example:* An employee has three (3) years of directly related **part-time** work experience at 10 hours per week. When calculating years of credited experience, the actual hours per week (10) are divided by the standard hours per week (40) to obtain an appointment percentage (10/40 = 0.25). The number of stated years of experience (3) is then multiplied by the appointment percentage to obtain the credited amount of service (3 years x 0.25 = 0.75 years).

Note: If the prior part-time experience is not directly related, the experience should be pro-rated further.

II. Crediting Education Towards Experience for Positions with No Degree Requirement

Having a degree provides knowledge, skills, and experience that may be considered towards meeting the minimum requirements of a job. When a candidate has a degree, and that degree is NOT a required minimum qualification for the job, the candidate's education may be credited towards the experience requirements of a job.

This type of evaluation acknowledges the candidate's degree as equivalent to experience according to the following table:

Education Type	Experience Credit
Associate's degree	1 year
Bachelor's degree	2 years
Master's degree	3 years
JD	3 years
PhD	4 years
Vocational training/certification	Determine in collaboration with HRO & Compensation

Multiple Degrees

If a candidate has multiple degrees, the education credit is not cumulative. Only the highest degree in a related field should be considered for purposes of assessing work experience equivalency.

Examples of crediting education towards experience in jobs that do not have a minimum degree requirement:

Job Title	Current educational and work experience requirements	OR	Examples of minimum equivalency *
Financial Assistant 1	High-school diploma or equivalent and minimum 2 years of experience in accounting or finance required		Associate's degree in related field and 1 year of experience in accounting or finance OR Bachelor's degree in related field
Financial Assistant 3	High-school diploma or equivalent and minimum 5 years of experience in accounting or finance required		Associate's degree in related field and 4 years of experience in accounting or finance OR Bachelor's degree in related field and 3 years of experience in accounting or finance OR Master's degree in related field and 2 years of experience in accounting or finance
Administrative Assistant 2	High-school diploma or equivalent and minimum 3 years of administrative, office, or related experience required		Associate's degree and 2 years of administrative, office, or related experience OR Bachelor's degree and 1 year of administrative, office, or related experience OR Master's degree

Executive Assistant	High -school diploma or equivalent and minimum 7 years of administrative, office, or related experience required		Associate's degree and 6 years of administrative, office, or related experience OR Bachelor's degree and 5 years of administrative, office, or related experience OR Master's degree and 4 years of administrative, office, or related experience

*****Assumes degrees in related fields when appropriate

Note: DLCs can continue to include degrees as preferred qualifications.

III. Crediting Education Towards Experience for Positions with a Degree Requirement

When a position has a minimum degree requirement, experience credit can still be given for *a higher-than-required degree*, but the credit should be offset by the experience that is usually assigned to the *required* degree. Use the following table to identify the experience credit available for the candidate's highest relevant degree, and then *subtract* the credit assigned to the degree that is required for the position.

Education Type	Experience Credit
Associate's degree	1 year
Bachelor's degree	2 years
Master's degree	3 years
JD	3 years
PhD	4 years
Vocational training/certification	Determine in collaboration with HRO & Compensation

Examples:

- Job requires Associates and candidate has BA; credit one-year experience. The difference in credit between AD and BA/BS is 1 year.
- Job requires BA/BS, candidate has MA/MS; credit one-year experience. The difference in credit between BA/BS and MA/MS is 1 year.
- Job requires a BA/BS and candidate has PhD; credit 2 years' experience. The difference in credit between BA/BS and PhD is 2 years.

IV. Crediting Experience Towards Education

When a candidate has directly related work experience, and appears to have sufficient knowledge, skills, and abilities to successfully perform a position with a reasonable amount of on-the-job transitional training, that experience may be credited toward the position's minimum education requirement.

Directly Related Work Experience	Education Requirement of Job
2 years	Associate's degree
4 years	Bachelor's degree
6 years	Master's degree

When crediting part-time/seasonal or related experience toward an education requirement, hiring managers should follow the same pro-ration guidance set forth in Section I.

***Example**:*

A job posting for Program/Project Administrator requires a Bachelor's degree and a minimum of 3 years' experience. A job seeker with 15 years of directly related experience as a Program Administrator and no degree applies for the position.

Answer:

Step 1: Calculate the number of years required to meet the equivalency as follows:

Bachelor's degree (4 years) + 3 additional years of experience = a total of 7 years of experience to meet the minimum requirements.

Step 2: Calculate the eligibility of job seeker as follows:

The job seeker has a total of 15 years of experience. Four years of the work experience is credited towards the degree requirement. The remaining 11 years of work experience far exceeds the required minimum of 7 years.

Determination: Job seeker is qualified to move on as a candidate for this position because the candidate's experience exceeds the minimum requirements.

Decision Chart

Education	Experience	Calculation	Action
Meets (or exceeds)	Meets (or exceeds)	None	Consider as candidate
Does not meet	Does not meet	None	Applicant is not qualified. Do not consider.
Does not meet	Meets and exceeds	Review the candidate's experience, subtract the years required to meet the degree equivalency Section IV. Do the remaining years equal or surpasses the minimum years of experience required?	If Yes, consider as candidate. If No, applicant is not qualified. Do not consider.
Meets and exceeds	Does not meet	Review chart in Section III to determine the years equivalency for the highest-level degree above the minimum qualifications for education. Add this value to the years of experience to determine if the candidate meets the experience requirement.	If Yes, consider as candidate. If No, applicant is not qualified. Do not consider.

Important Note: **Certain Jobs Require Advanced Knowledge of an Intellectual Subject**

Equivalencies (giving credit for experience in lieu of education) **cannot be used** for certain jobs, including academic instructional staff, staff who practice law or medicine, research staff, and other positions in fields such as biology or engineering where advanced knowledge is customarily acquired by a prolonged course of specialized academic instruction.

Some examples include: Technical Associate I, Technical Associate II; Research Scientist; Research Engineer; Physician, Lecturer, and Instructor.

Any unusual cases should be referred to your Human Resources Officer or Compensation Specialist.

Questions

If you have questions, or the position you are evaluating does not fall within these guidelines, please contact your Human Resources Officer or your Compensation Specialist.