

INSTRUCTIONS FOR SCORING APPLICATIONS

Posted to Colorado State University ACNS (Academic Computing and Networking Services) FileShare are the applications that are complete and meet the requirements of the position as listed on the vacancy announcement.

1. Read the vacancy announcement thoroughly to acquaint yourself with the requirements of the position.
2. Complete one for each application. The score sheet is compiled from the vacancy announcement. Please write your name in the blank after rater on each score sheet.
3. Read each candidate's application material in their file in the FileShare group. Score each individual on how well their qualifications meet the requirements of the position. Add up the points for each category and subtotal each category (required and desirable). Multiply the subtotal of each category by the listed rating number. Add the two subtotal numbers and write the grand total at the bottom of the score sheet.
4. *Once you receive an email from Extension Human Resources that ALL materials for candidates have been posted to the FileShare group after the application deadline and the application list is final*, write your total score for each individual in the "score" column of the "Final Application List". Please sign/type your name in the space provided and FAX this list to Human Resources Admin Assistant, fax #970-491-6208, phone scores to 970-491-7866 (voice message okay), *or save scores as a file to the FileShare group before the score deadline.* OEOD has requested we not email scores.
5. A score sheet ranking the applicants will be posted to ACNS FileShare. It will be used for the telephone conference call.
6. After the interviews are conducted, please return via mail in an envelope marked "confidential" the score sheets and any other search materials to:

CSU Extension Human Resources
4040 Campus Delivery
Fort Collins, CO 80523-4040