

## SCREENING RUBRIC

Use this rubric to evaluate the candidate's experience, knowledge, education, and competencies during the screening process.

	<b>Strong Evidence</b>	<b>Moderate Evidence</b>	<b>Minimal Evidence</b>	<b>Unable to Judge</b>	<b>Comments</b>
<p>Experience, Knowledge, and Education:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in an appropriate area of specialization</li> <li>• Four years of experience</li> </ul>					
<p>Problem Solving:</p> <ul style="list-style-type: none"> <li>• Gains agreement on the problem-solving process, risk assessment, decision points, and criteria.</li> <li>• Predicts and explains long-term trends and implications for alternatives.</li> <li>• Monitors industry for best practices and new techniques in problem-solving.</li> <li>• Successfully organized problem solvers and stakeholders for high-impact problems.</li> <li>• Trains others in the process of eliciting alternatives and assessing their impact.</li> <li>• Orchestrates the resolution of high-impact and cross-functional problems.</li> </ul>					
<p>Accuracy &amp; Attention to Detail:</p> <ul style="list-style-type: none"> <li>• Supports and communicates the organization's quality management process.</li> <li>• Discusses the value and associated costs of formal walkthroughs.</li> <li>• Designs techniques for measuring the cost and impact of errors.</li> <li>• Evaluates manual and electronic tools and techniques for enhancing accuracy.</li> <li>• Coaches others in methods of identifying and correcting errors, oversights and omissions.</li> <li>• Monitors the industry for new tools and techniques in assuring accuracy.</li> </ul>					

<p>Commitment to Diversity:</p> <ul style="list-style-type: none"> <li>• Sees the value of cultural, ethnic, gender, and other individual differences in people. Supports an environment of learning about, valuing, encouraging, and supporting differences.</li> <li>• Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others.</li> <li>• Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals and listens to.</li> </ul>					
<p>Position-Specific Competency</p> <ul style="list-style-type: none"> <li>• Experience processing biweekly journal entries, reversal adjustment processing, and payroll run processing.</li> <li>• Extensive knowledge of off-cycle processing, third-party vendor adjustments, and reconciliation of payroll.</li> <li>• Thorough understanding of how to prepare and remit federal employment taxes on a weekly basis. including verifying data on employee’s records and adjustments in myUFL.</li> </ul>					

**FOR ADDITIONAL ASSISTANCE**

**Policies & Directives**

Talent Acquisition & Onboarding

352-392-HELP

[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)