

Guidance for “Screen Outs” and Weighting

Using questions for “screen out” (minimum qualifying) for the position being filled above the OPM Qualification Standards must meet the following:

“Screen outs” are competencies/KASOCs which applicants must have in order to perform the job. Therefore, to be considered qualified for the position, applicants must possess them at an acceptable level. In most cases these competency/KASOCs will be useful in distinguishing between the qualifications of different applicants. An example of a competency/KASOC which is in this category is competence or ability in network administration for a Computer Specialist job which involves network administration. Applicants who do not indicate possession of the competence/ability to do network administration (such as completing network administration certification course offered by the appropriate computer operating system vendor or other appropriate coursework) would be screened out. Individuals who had completed such courses but had little or no experience doing network administration work may be minimally qualified. They should be rated lower than individuals who had the training plus positive experience in network administration.

It should be recognized that these procedures will eliminate applicants who meet basic OPM Qualification Requirements because a position may have more specific requirements than the broad OPM requirements.

The basis for determining that a particular competency/KASOCs questions should be “more important” and have more weight should be based on one or a combination of the following:

1. **TIME** - A significant portion of the incumbent’s time is spent on the duties requiring this competency/KASOC and/or duties requiring this competency/KASOC are performed very frequently
2. **DIFFICULTY** – The level of difficulty of duties requiring this competency/KASOC is quite high.
3. **ERRORS** – The consequences of committing errors in duties requiring this competency/KASOC are serious.
4. **PAYOFF** – The payoff from a high level of performance of duties requiring this competency/KASOC is great. The employing organization will benefit greatly if an employee does an excellent job in performing the duties requiring this competency/KASOC, e.g. “hit the ground running” or raise the level of the organizations performance.

Competencies/KASOCs using this as justification should not be “screen out” (minimum Qualification)

5. **OTHER** – Document other reasons that you determine justify a higher weight.

Standard weights for AA questions:

◆ Standard	1 = 0
	2 = 1
	3 = 3
	4 = 5
	5 = 7

◆ Double	1 = 0
	2 = 2
	3 = 6
	4 = 10
	5 = 14

◆ Triple	1 = 0
	2 = 3
	3 = 9
	4 = 15
	5 = 21

Cautions:

- ◆ Triple weights should be rarely used. Must be very important
- ◆ If you have multiple questions for the same competency/KASOC, and you give more than standard weight to all, you may be weighting the competency/KASOC more than you think.

Note: Depending upon the position, you may want to give answers 4 and 5 (superior level and supervisor) the same weight or weight 4 more than 5.