

Job Order Quality Review Requirements Matrix

Yes = 1

No = 0

Veterans' Preference	
Has documented Veterans Preference date and time or RUSH IMMEDIATE NEED.	
Job Description	
Job description review must achieve a 3 or higher to receive a YES Score	
Requirements	
Minimum years of experience needed in what or zero is documented in requirements tab.	
Minimum education, matches education information in requirements tab. If zero, No School Completed will be listed in the Requirements Tab. Education information will Include experience for education trade out or no exceptions listed.	
Level of knowledge is included with each requirement. (basic, intermediate, expert, awareness, working knowledge, mastery, etc) (Refer to Blooms Taxonomy)	
Skills & Abilities stated specifically - i.e. typing 65 wpm vs. typing skills; ability to lift 50lbs vs. heavy lifting, ability to pass DOT physical, etc. MUST achieve 80% or higher to receive a YES score.	
Certifications/Licenses must match job order requirements tab in SKIES	
Hours/Days/Schedule	
Do the hours/days/schedule in Job Order match what is documented in the SKIES requirements tab?	
Information about bus line is included - Bus line mentioned = 1, not mentioned = 0	
Salary/Wage/Benefits	
Wage is listed or Non WA min. wage box is checked with wage = DOE or some other reference to wage in Job Order	
Benefits listed or No Benefits is stated	
How to apply	
Job Order contains information regarding how to apply including electronic targeted resume and/or online application instructions	
Special Instructions	
The information for the Job Seeker in the Special Instructions matches the information in the "How to Apply" section.	

Job Description

Far Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Not Acceptable
5	4	3	2	1
All of 4 + Preferred qualifications are listed	All of 3 +years of experience or entry level position and requirements of job are listed	Descriptive summary of job duties/ responsibilities, geography of employer, indicates employer type	Vague/unclear job description	No job duties listed