

Human Resources I
Class Assignments
Due December1, 2023

Assignment 1 - 25 points

Applicant Screening

Create a screening template that you can use for screening of job applicants. Choose a position that will be helpful to you as you screen candidates for your district, such as Principal, Teacher, Paraprofessional, Custodian, Administrative Assistant, etc. Make sure to include the baseline or minimum qualifications, along with any desired or preferred qualifications. Allow the correct number of points for the qualified ND Veteran and for the Disabled ND Veteran on a 100 point scale. Include instructions for your hiring managers. See the examples of screening templates in the HRI resource folder.