

Instructions: Post each qualification, as stated in the Minimum Qualifications, Position Specific Minimum Qualifications and Job Duties section of the job posting, on a separate line in the Self Screening Worksheet. Be sure to specify, using the “AND” check box, if multiple qualifications are required. Likewise, be sure to specify, using the “OR” check box, if multiple qualifications are listed as optional. Once you have completed the self screening worksheet be sure to check the sections of your Civil Service Application that contains the information that clearly demonstrates how you meet each qualification. Also, be sure to complete the Summary of Qualification section of the Application as completely and thoroughly as possible based on the information below.

 <div style="text-align: center;"> <h2 style="margin: 0;">State of Ohio</h2> <h3 style="margin: 0;">Self Screening Worksheet</h3> </div>				
Minimum Qualifications				
Qualification	Training	Education	Work Experience	How Demonstrated
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR				
Position Specific Minimum Qualifications				
Qualification	Training	Education	Work Experience	How Demonstrated
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other

<input type="checkbox"/> AND <input type="checkbox"/> OR					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
Job Duties					
Qualification	Training	Education	Work Experience	How Demonstrated	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other
<input type="checkbox"/> AND <input type="checkbox"/> OR					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resume <input type="checkbox"/> Personal Info <input type="checkbox"/> Education <input type="checkbox"/> Summary of Qualifications	<input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other