

Tool 1 Culturally-Competent Screening Tool

This chart helps the HR practitioner and hiring manager separate the essential from the non-essential aspects of a job to create a clear picture of the core competencies required. We thank the City of Vancouver for contributing to the creative development of this valuable tool.



The following actions should be used to make the best use of this tool.

ACTION 1:	Sit with the hiring manager and work with them to list out all the possible duties that are required to perform the role. Do not rank or rate the duties yet.
ACTION 2:	For each duty identify the skills and experience required to fulfil that duty.
ACTION 3:	Working duty by duty determine which are essential and which are non-essential. Essential duties are those that are core or fundamental to the success of the role and the team. Non-essential duties are those that are nice to have, but do not directly impact the outcome of the role's effectiveness. For example, it is essential for a nurse to be able to relate all aspects of a patient's condition to doctor or team member. It is not essential that they are able to develop a training module in Power Point.
ACTION 4:	Once you have agreed on the essential and non-essential duties, record them and their associated skills and experience on the chart.
ACTION 5:	Under the column Performance Measure for Skills, write down how you will determine whether or not the candidate being screened has the skills and experience relating to the duty.
ACTION 6:	Score the candidates in the columns called 'Ranking' and 'Weight'. The ranking should reflect the skills and experience were described or demonstrated and the weighting accords the duty's importance as relevant to the role. The more important the duty the higher the weighting. An overall score for the duty is calculated by multiplying the ranking by the weighting.
ACTION 7:	All candidates should be scored and those with the highest scores should be short-listed for interview. This approach gives a more objective way to determine if the skills required to do the job are present. It also removes the potential for cultural bias to influence this decision making process.

ESSENTIAL DUTIES	EXPERIENCE	SKILLS	PERFORMANCE MEASURE FOR SKILLS	RANKING: 0 - 5 0 = LOW EVIDENCE 5 = FULL EVIDENCE	WEIGHT: 1-3 1= LOW IMPORTANCE 3 = HI IMPORTANCE	TOTAL SCORE: RANK X WEIGHT
1.						
2.						
3.						
				Essential Duties Subtotal		
NON-ESSENTIAL DUTIES	EXPERIENCE	SKILLS	PERFORMANCE MEASURE FOR SKILLS	RANKING: 0 - 5 0 =LOW EVIDENCE 5 = FULL EVIDENCE	WEIGHT: 1-3 1= LOW IMPORTANCE 3 = HI IMPORTANCE	TOTAL SCORE: RANK X WEIGHT
1.						
2.						
3.						
				Non-Essential Duties Subtotal		
				Total Score		