

| Type of Qualification | Purpose |
|---|---|
| Minimum Qualifications (MQs) | <p>MQs are the requirements an applicant must meet in order to be considered for a position. They are established by DAS per ORC 124.14 (A)(1) and published on the classification specification. They usually include education, experience, and licensure per OAC 123:1-7-04 and are supported by a job analysis. Any updates to the MQs must be requested through DAS.</p> |
| Position Specific Minimum Qualifications (PSMQs) | <p>PSMQs are requirements that apply to a specific position. They usually include a license required by the Ohio Revised Code or specifying a field of study when many options are present in the MQs. DAS must approve all PSMQ requests per OAC 123:1-07-04 and PSMQs must be supported by a job analysis unless they are a requirement for federal or state law, federal funding, or accreditation standards. PSMQs may not be used to increase the education or experience requirements listed in the MQs.</p> |
| Preferred Qualifications (PQs) | <p>PQs are the knowledge, skills, or abilities that are helpful for the position, but are not necessary for a candidate to possess to be considered for the position. They usually include a specific skill set like “experience with PeopleSoft software” or “advanced skill with Excel including making complex Macros” or a field-specific certification such as a Professional in Human Resources (PHR). They may also be used for vacancies that have a blended Position Description to inquire about the skills for the secondary classification. Agencies may set their own PQs, but they must be supported by the job duties. PQs may not be used to increase the education or experience requirements listed in the MQs or to screen applicants on knowledge, skills, or abilities that are marked as being developed after employment on the classification specification.</p> |
| Supplemental Questions | <p>Supplemental Questions should be used on a job posting to have applicants specifically state how they meet the MQs, PSMQs, and/or PQs. Agencies may set their own supplemental questions. If supplemental questions are used for PQs, they should also include questions to address the MQs and applicable PSMQs; otherwise, it will appear to applicants that they will not be eligible for the job if they do not meet the PQs.</p> |