



Determining Qualifications Threshold/Essential Qualifications vs. “Nice to Have”

The qualifications used in recruitment documents, including job postings, job descriptions, and any related advertisements or communications are those qualifications that are required of an incumbent in order for them to be able to carry out the core duties of the position.

An applicant without these qualifications would not likely be considered.

“Nice to have” are those extra skills not required to carry out the core functions of the position. It is important to step back and differentiate between qualifications that might actually be nice to have; those are the qualifications that might make an applicant ‘ideal’ or ‘perfect’, but does not relate as a requirement to the position.

Consider the following:

- What are the core functions of the job in the job description?
- What is the minimum level of skill that is required of the core functions and duties?
- How might applicants gain that level of skill?
- Question your assumptions, consider other avenues of gaining skill and/or transferable or equivalency considerations.

In some cases you may identify specific skills as being an asset or preferred.