



## Determining Equivalent Experience

When evaluating applicants to determine whether they meet the required minimum qualifications, it's very important to understand the equivalences needed when experience can be used as degree equivalent. The information below are the guidelines established by Human Resources and Organizational Effectiveness (HROE) to determine these equivalences while conducting the initial review. Please contact [HROE Recruitment and Workforce Planning](#) if you have additional questions.

Determining Equivalent Experience	
Hours of Higher Education	Equivalent Years of Experience
30	1
60	2
90	3
120 or Bachelor's Degree	4

### Notes:

1. Fulltime experience (30+ hours per week) will receive full credit.
2. Part-time experience (<30 hours per week) will receive one half credit.
  - a. Example: Two years of part-time experience will equal one year of fulltime experience.
3. When experience is required for a position, education alone cannot fulfill the requirement. The candidate must have some relevant experience as well.
4. Qualifying questions for education and experience are included on the secondary questionnaire to assist with determining a candidate's minimum qualifications.
5. **Remember:** The Initial Review determines the pool that will be screened for the job requisition. It does not determine whether the candidates will be interviewed.

### Examples:

Education/Experience Required	Candidate's Education	Required Candidate Experience
Bachelor's Degree + 5 years relevant experience	High School or GED	4 years fulltime work experience plus 5 years relevant fulltime experience
Bachelor's Degree + 5 years relevant experience	Master's Degree	3 years relevant fulltime experience
High School + 2 years relevant experience	Bachelor's Degree	Some relevant experience