

CREDIT SCORE

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STEP-BY-STEP GUIDE FOR SETTING
SCORING CRITERIA

USER GUIDE



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STEP-BY-STEP GUIDE FOR SETTING SCORING CRITERIA

Follow the steps here:

1. Assign Resume Scoring Criteria

- After creating the job, the first step is to evaluate candidates based on their resumes. This is done through a scoring system that evaluates the candidates' qualifications based on four key criteria:
 - Education
 - Experience
 - Skills
 - Location
- **Score Allocation:** The total score for the resume must add up to 100%. You will assign weights to each of the four criteria, ensuring they add up to 100%.

Example scoring allocation:

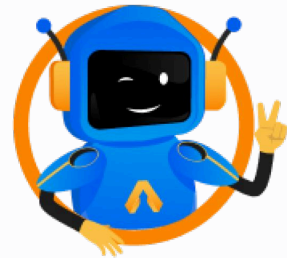
- **Skills:** 40%
- **Experience:** 40%
- **Education:** 10%
- **Location:** 10%

2. Assign Scores Manually or Automatically

- **Education:** Assign scores based on the candidate's educational background. For instance, higher degrees or relevant certifications can earn a higher score.

- **Experience:** Score based on the number of years and relevancy of the candidate's experience to the job role.
- **Location:** Assess whether the candidates come from a specific location that aligns with the job's preferences.
- **Skills:** Evaluate candidates objectively by assigning scores to skills needed for the job ensuring only the most suitable candidates proceed to the next stages of the hiring process.

Note: If you are using AI scoring, the AI will automatically analyze resumes, assign scores based on the predefined weights, and present the results.



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