



Calculating Full-Time Equivalency

When we are looking at applicants and there is a question as to whether or not they meet the minimum experience requirement listed in the vacancy announcement due to part-time work listed in their application materials, please use the following formula:

{Hours worked per week} divided by {40-hour work week} multiplied by {length of employment in months} = {Equivalent months of full-time experience}

Example: An applicant worked 8 – 10 hours per week (give credit for an average of 9 hours) for 8 months:

$(9/40) \times 8 \text{ months} = 1.8 \text{ months of equivalent full-time experience}$

Student Assistant Experience

If a candidate's resume/applicant/cover letter mentions student assistant experience, the committee should request from the candidate the total amount of hours worked as a student assistant. As best practice, only 25% of this amount may be counted towards work experience. However, if the minimum qualification of the position specifically states, "professional work experience", student assistant work experience cannot be counted at all as it does not qualify as professional in nature.

To determine work experience by length of time, use the following calculation, which is based on one year of working experience (2,080 hours for one year).

Example: An applicant worked 4,200 hours as a student assistant.

$(4,200) \times .25 = 1,050 \text{ hours can be counted as work experience}$

$(1,050/2080) = .5048 \text{ of one year} = \text{approximately 6 months length of time can be counted towards the work experience qualification stated for the position.}$

If you have additional questions, please contact the HR Partner.