



Candidate Selection Criteria Procedure

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1. Purpose

This procedure outlines the details of the selection criteria and implementation methods established to select the most qualified candidates eligible for scholarships within the International Quality Institute (IQI).

2. Scope

This procedure covers all candidate selection processes conducted by IQI.

3. Responsibilities

Selection Committee: Responsible for conducting all stages of the selection process, scoring candidates according to evaluation criteria, and determining the most suitable candidates.

Human Resources Department: Responsible for managing application processes, ensuring communication with candidates, and collecting the necessary documents.

4. Procedure Details

4.1. Selection Criteria and Weighted Percentages

The following criteria will be used for evaluating each candidate, with each criterion applied at the specified weighted percentages:

4.1.1. Educational Background (20%)

Full Score: Master's/PhD, excellent academic record, relevant certifications

Good: Industrial Engineering, Business Engineering, Management and Organization, Management Information Systems

Average: Bachelor's degree (unrelated field), average academic record, few certifications



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Low: Associate degree

4.1.2. Professional Experience (20%)

Reference letters from workplaces where the candidate has worked or interned

Full Score: References from international companies

Good: References from large national companies

Average: References from SMEs

Low: References from startups and entrepreneurial ventures

4.1.3. Academic References (10%)

Full Score: References from professors

Good: References from associate professors

Average: References from lecturers

Low: References from research assistants

4.1.4. Cover Letter (10%)

A letter demonstrating the candidate's potential to take on leadership roles, past leadership experiences, ability to think creatively and present innovative ideas, specific skills, and how they position themselves now and in the future.

Full Score: Very well written, clear motivation and goals, evident suitability for the position

Good: Well written, stated motivation and goals, good suitability

Average: Moderately written, partially stated motivation and goals, average suitability

Low: Poorly written, unstated motivation and goals, insufficient suitability



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4.1.5. Essay (25%)

An essay of no more than 1500 words where the candidate explains how they align their plans with the IQI mission, their global perspective, how well they fit with IQI's values and organizational culture, and their commitment to personal and professional development.

Full Score: Very well written, in-depth understanding of the subject, original ideas

Good: Well written, good understanding of the subject, good ideas

Average: Moderately written, average understanding of the subject, some good ideas

Low: Poorly written, insufficient understanding of the subject, very few ideas

4.1.6. Community Contribution Through Volunteer Activities (5%)

Volunteer activities that contribute to the community in areas of interest to IQI.

Full Score: Extensive volunteer experience, significant contributions, leadership role

Good: Good volunteer experiences, good contributions, active participation

Average: Limited volunteer experiences, limited contributions, partially active participation

Low: Very little volunteer experience, very few contributions, very little participation

4.2. Evaluation Process

4.2.1. Receiving Applications

Applications will be collected and preliminarily reviewed by the Human Resources Department.

4.2.2. Reviewing Documents

Educational background, professional experience, and academic references will be reviewed and scored.



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4.2.3. Evaluating Cover Letters and Essays

Cover letters and essays will be thoroughly evaluated and scored by the Selection Committee.

4.2.4. Volunteer Activities

The candidate's volunteer activities contributing to the community will be considered and scored.

4.3. Consolidated Selection Criteria Matrix

Candidates will be scored using the following matrix

Criteria	Weight (%)	Full Score	Good	Average	Low
Educational Background	20%	Master's/PhD, excellent academic record, relevant certifications	Industrial Engineering, Business Engineering, Management and Organization, Management Information Systems	Bachelor's degree (unrelated field), average academic record, few certifications	Associate Degree
Professional Experience	20%	References from international companies	References from large national companies	References from SMEs	References from startups and entrepreneurial ventures
Academic Reference	10%	References from professors	References from associate professors	References from lecturers	References from research assistants
Cover Letter	10%	Very well written, clear motivation and goals, evident suitability for the position	Well written, stated motivation and goals, good suitability	Moderately written, partially stated motivation and goals, average suitability	Poorly written, unstated motivation and goals, insufficient suitability
Essay	25%	Very well written, in-depth understanding of	Well written, good understanding of the subject, good ideas	Moderate understanding of the subject,	Poorly written, insufficient understanding



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		the subject, original ideas		some good ideas	of the subject, very few ideas
Community Contribution Through Volunteer Activities	5%	Extensive volunteer experience, significant contributions, leadership role	Good volunteer experiences, good contributions, active participation	Limited volunteer experiences, limited contributions, partially active participation	Very little volunteer experience, very few contributions, very little participation
Total	100%				

5. Final Decision The Selection Committee will evaluate the total scores of each candidate, determine the most suitable candidates, and announce the results.

6. Recording and Monitoring All evaluation results and candidate documents will be recorded and regularly reviewed by the Human Resources Department.

7. Implementation This procedure will come into effect from the date of publication.