Job Description Minimum Requirements & Equivalencies

Minimum Requirements:
There are three (3) parts to each job’s Minimum Requirements:

- Education level.
- Years of related experience (if applicable).
- Whether work experience can substitute for the education requirement.

Related Experience:
Only count related experience for the job the employee will be entering.

- John has four (4) years of full-time experience as a Science Teacher and is applying for a Financial Analyst job. John’s teaching experience is not applicable because this particular work experience did not require him to perform duties related to those of a Financial Analyst.

Counting Experience:
Experience should be counted consecutively, not concurrently.

- Jane worked as a Photographer for Company A from January 2012 to January 2013, and as a Photographer for Company B from January 2012 to June 2012. Jane’s related experience from January 2012 to January 2013 should only be counted once, regardless of the number of jobs or companies listed during that same period.

Rounding Experience:
Round up for six (6) months or greater and round down for five (5) months or less.

- Mark has five (5) years and three (3) months of related experience. This would be counted as five (5) years.
- Mary has two (2) years and six (6) months of related experience. This would be counted as three (3) years.
**Equivalent Experience:**
Related work experience may typically be substituted for the required college degree of selected jobs at one (1) year of related work experience per one (1) year of college. Experience substitutions may not apply equally in some jobs due to the nature of work performed, particularly those jobs in technical, scientific or medical disciplines.

- If a job is eligible to substitute related work experience for degree requirements the Minimum Requirements will state the following:
  - Work experience may substitute for education requirement.

- If a job is not eligible to substitute related work experience for degree requirements the Minimum Requirements will state the following:
  - Work experience may NOT substitute for education requirement.

**Equivalency Chart:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Typical Years Towards Degree</th>
<th>Equivalent Years of Related Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>1 year</td>
<td>1 year</td>
</tr>
<tr>
<td>Associate</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Bachelor</td>
<td>4 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Master</td>
<td>6 years</td>
<td>6 years</td>
</tr>
<tr>
<td>Doctorate</td>
<td>8 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

**Examples:**

- Bachelor’s degree in Business or a related field and five (5) years of related experience required. Work experience may substitute for education requirement.

  The candidate or employee should have the equivalent of a Bachelor’s degree in Business or a related field and five (5) years of related experience to be eligible for the job. The following routes are available to substitute for the Bachelor’s degree and five (5) years:

  - High School diploma or GED and nine (9) years of related experience.
  - Associate’s degree in Business or a related field and seven (7) years of related experience.

  The individual may also substitute up for experience using the following routes:

  - Master’s degree in Business or a related field and three (3) years of related experience.
  - Doctorate in Business or a related field and one (1) year of related experience.
- Bachelor’s degree in Business or a related field and five (5) years of related experience required. Work experience may NOT substitute for education requirement.

The candidate or employee must have at least a Bachelor’s degree in Business or a related field and five (5) years of related experience to be eligible for the job. While the individual cannot have less than a Bachelor’s degree in Business or a related field, the individual can substitute up for experience. The following route is available to substitute up for the Bachelor’s degree and five (5) years:
  - Master’s degree in Business or a related field and three (3) years of related experience.
  - Doctorate in Business or a related field and one (1) year of related experience.

**Part-Time / Temporary / Self-Employed:**
- Part-Time experience is counted the same as Full-Time experience.
- Temporary experience, whether UAB or external, is counted the same as Full-Time experience.
- Self-Employed experience will be reviewed on a case-by-case basis.

**Unpaid vs. Paid Experience / Internships:**
- Unpaid experience is not typically counted towards meeting Minimum Requirements.
- A paid internship is typically counted the same as Full-Time experience.
- An unpaid internship is not typically counted towards meeting Minimum Requirements.
- More information regarding interns can be found on the HR Compensation website at [https://www.uab.edu/humanresources/home/compensation/compensation-guidelines](https://www.uab.edu/humanresources/home/compensation/compensation-guidelines).