

Standard Operating Procedure (SOP): Screening and Matching Students to Opportunities

This SOP details the process for **screening and matching students to opportunities**, including criteria assessment, application review, interview procedures, skills and interest evaluation, and final placement. The goal is to ensure students are effectively paired with suitable educational, internship, or career opportunities that align with their qualifications and aspirations.

1. Purpose

To establish a standardized procedure for screening and matching students to available opportunities, thereby maximizing both student development and the effectiveness of placement outcomes.

2. Scope

This SOP applies to all staff and volunteers involved in student opportunity placement, including educational programs, internships, and careers.

3. Responsibilities

- **Program Coordinators:** Oversee application, screening, and matching process.
- **Review Committee:** Evaluate applications and conduct interviews.
- **Students:** Submit required documentation and participate in interviews and assessments.

4. Definitions

- **Opportunity:** Any educational, internship, or career role open for student placement.
- **Screening:** The preliminary review of student applications and credentials.
- **Matching:** The process of aligning student qualifications, interests, and aspirations with suitable opportunities.

5. Procedure

1. **Opportunity Identification**
 - Collect and document all available opportunities, including eligibility criteria and description.
2. **Application Collection**
 - Open calls for student applications with clear timelines and requirements.
 - Collect application forms, resumes/CVs, transcripts, and recommendation letters as applicable.
3. **Initial Screening**
 - Verify eligibility and completeness of applications.
 - Shortlist students based on defined criteria such as academic performance, skills, experience, and stated interests.
4. **Assessment and Interview**
 - Conduct interviews to further assess student fit, motivation, and communication skills.
 - Administer skills assessments or aptitude tests as necessary.
5. **Evaluation and Matching**
 - Evaluate students based on screening outcomes and interview assessments.
 - Match students to suitable opportunities based on alignment of interests, skills, and opportunity requirements.
6. **Notification and Placement**
 - Inform selected students and provide feedback to all applicants.
 - Facilitate onboarding or orientation for placed students.

6. Documentation

- Maintain records of applications, assessment results, interview notes, and final placements for auditing and future reference.

7. Review and Continuous Improvement

- Conduct periodic reviews of the screening and matching process to ensure fairness and effectiveness.
- Gather feedback from students and opportunity providers to refine criteria and procedures.

8. Appendices

- Sample application form
- Interview questionnaire

- Assessment rubric