

How to use this form: Before the committee begins reviewing applications, take time to discuss the appropriate qualifications based on the position description as posted (first column; add or delete as necessary). In addition, discuss the rating system reviewers will use (1-5? 1-3? What does each level mean?). A rubric is helpful. Depending on the number of applicants, this form may be used for some (e.g. only those who meet the minimum criteria) or all applicants.

SAMPLE FORM FOR INITIAL SCREENING OF APPLICANTS
(ADAPT AS NEEDED)

RATER (Initials): _____

Name _____

Current Position _____

Current Location _____

Highest Degree _____ Year _____

Qualification	Rating	Comments
Education	_____	_____
Scholarly accomplishments	_____	_____
Teaching experience	_____	_____
Grant writing experience	_____	_____
Professional involvement	_____	_____
Outreach involvement	_____	_____
Experience with diversity or multicultural issues	_____	_____
Community involvement	_____	_____
Other interests/skills	_____	_____

Overall rating (Check one in each row)

Required qualifications: _____exceeds _____meets _____does not meet
 Preferred qualifications: _____exceeds _____meets _____does not meet

Note: It is very important that all evaluators know the required and preferred qualifications for the position and have reached consensus on the rating system they are using.