

Screening Criteria Required Qualifications Summary Sheet SAMPLE

Position: _____

Job Opening ID: _____

Search Committee Chair Signature: _____

Date: _____

Instruction: The summary sheet should indicate applicants who have been screened for Required Qualifications with the "Yes/Maybe" for Recommended for further consideration.

Candidate - SAMPLE	Required Degree	Teaching Experience	Academic Background	Professional Experience	Knowledge & Abilities	Possess certifications or License	Ability to work w/diverse population	Total Score (sort by this column)	Recommended for further consideration (Y/N/Maybe)	Notes
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KEY: 0 = Does not meet criteria (Weak) 1 = Meets criteria (adequate) 2 = Exceeds criteria (strong)

Screening Criteria Preferred Qualifications Summary Sheet (SAMPLE)

Working Title: _____

Job Opening ID: _____

Search Committee Chair Signature: _____

Date: _____

Instruction: The summary sheet should indicate applicants who have been screened for Required and Preferred Qualifications with the "Yes/Maybe" for Recommended for further consideration.

Candidate - SAMPLE	Required Degree	Teaching Experience	Academic Background	Professional Experience	Knowledge & Abilities	Possess certifications or License	Ability to work w/diverse population	Total Score (sort by this column)	Recommended for further consideration (Y/N/Maybe)	Notes
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KEY: 0 = Does not meet criteria (Weak) 1 = Meets criteria (adequate) 2 = Exceeds criteria (strong)