

Search Committee Application Screening Tool



Use this tool for screening applications as follows:

1. Rate the each of the items separately using a scale from 0-3.
0 - does not meet expectations has no experience, 1 - meets expectations and has experience, 2 - exceeds expectations and 3 greatly exceeds expectations.
2. Print forms
3. Initial and date completed
4. Put forms in order based on application number.
5. Return forms to Human Resources by _____.

0 does not meet expectations and/or no experience
 1 meets expectations and/or has experience
 2 exceeds expectations
 3 greatly exceeds expectations

Application Number: _____
 Position screening: _____
 Evaluator: _____ Date: _____

Application Number	Notes	Rate from 0-3
Minimum Qualification 1:		
Min. Qualification 2:		
Min. Qualification 3:		
Min. Qualification 4:		
Preferred Qualification 1:		
Prfd. Qualification 2:		
Prfd. Qualification 3:		
Written communication skills as evidenced in application materials		
Work or other related experience as detailed on application and/or resume		
Total Score		