Screen One Sample: Applicant Credential Reviews

This evaluation sheet may be used for personal notes in tracking/comparing applicants during screening.

Applicant Name: _____   **Degree:** _____

Current Position: _____   **Institution:** _____

Required Qualifications: (based on position announcement)

1. Degree (Ph.D. or equivalent)	**Yes** **No**	**NA**
2. Academic background in required discipline(s)/field(s)	**Yes** **No**	**NA**

Preferred Qualifications: (based on position announcement)

	Low → High	
1. Evidence of undergraduate teaching effectiveness	1 2 3 4 5	NA
2. Evidence of graduate teaching effectiveness	1 2 3 4 5	NA
3. Quality of scholarly productivity	1 2 3 4 5	NA
4. Quantity of scholarly productivity	1 2 3 4 5	NA
5. Record of securing grant funding	1 2 3 4 5	NA
6. Knowledge of and experience with technological innovations in teaching	1 2 3 4 5	NA
7. Success in fostering interdisciplinary and intercollegiate collaborations in research and teaching	1 2 3 4 5	NA
8. Commitment to promoting diversity	1 2 3 4 5	NA
9. Additional degrees, certifications, licenses	1 2 3 4 5	NA
10. Administrative experience	1 2 3 4 5	NA

Evidence of Ability to Address Major Responsibilities

	Low → High	
11. (Identify specific aspects.)	1 2 3 4 5	NA

Additional comments: _____

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