RATING SCALE:
3=Above Average
2=Average
1=Below Average
0=None

Handout #9 (1 of 2)

INITIAL SCREENING OF CANDIDATES PRIOR TO INTERVIEW

NECESSARY and PREFERRED knowledge, skills, and abilities acquired through education and experience.

Requisition Number: _____ Department: _____
Position Title: _____ Department Contact Person: _____
Position Number: _____ Telephone Number: _____

JOB QUALIFICATIONS						Total
WEIGHT (5-100)						

CANDIDATES	Rating 0-3	Weight 5-100	Sub Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	