

SAMPLE FORM FOR INITIAL SCREENING OF APPLICANTS

Name _____

Current Position _____

Current Location _____

Highest Degree _____ Year _____ School _____

Academic Discipline _____

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	_____	_____

Over-all 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.