

**Screening Checklist**

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| Candidate’s Name: |  |  |
| Rated By: |  | Date |  |
|  |
| Position ad: |
|  |

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| --- | --- | --- |
| **Required Qualifications** | Yes | No |
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| **Preferred Qualifications** |  |  |
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| List Candidate’s Other Characteristics (e.g., degree field[s], special skills, etc.): |
|  |
| Comments/Notes: |
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| --- | --- | --- | --- |
| Consider Further? | Yes [ ]  | No [ ]  | Maybe[ ]  |