

**Screening Checklist**

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| Candidate’s Name: | |  |  | |
| Rated By: |  | | Date |  |
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| 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.): | | |
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| Comments/Notes: | | |
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| Consider Further? | Yes | No | Maybe |