SCREENING TOOL 1 - EXAMPLE

Screening Tool 1 is a simple "yes" or "no" instrument which can be used to determine which candidates are minimally qualified for a position. It is based on required job qualifications as listed in the position description. Resumes/vitae should be screened for a yes or no to each qualification stated in the advertisement for the position.

Sample 1:

Assistant or Associate Professor, Biology Department

Requirements:
1. PH.D in Biology or related field
2. Two years experience working in bimolecular DNA structure
3. One year teaching (TA, GA, Adjunct. Prof, lecturer or extension classes)

Name of Candidate	**Requirement 1 Yes/No**	**Requirement 2 Yes/No**	**Requirement 3 Yes/No**

A no in any column indicates the applicant is **not** minimally qualified.

Sample 2:

Qualifications: Ph.D. in Biology or related field and two years experience in bimolecular structure of DNA and one year teaching experience.

Ph.D. in Biology or related field	Yes____	No____
Two years experience bimolecular structure of DNA	Yes____	No____
One year teaching experience	Yes____	No____

Any **no** indicates applicant is not minimally qualified.

SCREENING TOOL 2 - EXAMPLE

Screening Tool 2 can be used to narrow the qualified applicants down to about 10 or 12 for telephone interviews, although more than that number may be selected.

Sample:

Rate each item: 0 = low, 1 = average, 2 = high Total Possible Points = 10

Item		**Position Description Points**
Expertise	Competence inn at least three of the six areas stated in duties of position description (2 points) less than 3 (1 point)	_____
Nature/level of courses taught	Has taught several (3-5 courses) undergraduate courses similar to those in department (2 points) Less than 3 (1 point)	_____
Response of teaching experience	Had responsibility for teaching assignment, including curriculum development (2 points) at least one of above (1 point)	_____
Research	Areas of interest relevant to Department (2 points)	_____
Publications	Has published, but not in areas Relevant to department (1 point)	_____
	TOTAL	_____

The above are samples only. Search Committees may develop their own format.

SCREENING TOOL 3 - EXAMPLE

Sample Applicant Evaluation Form

(This form is provided as an example only; each committee will develop its own form focusing on the search that is being conducted.)

Applicant's Name_____ Applicant's Number _____

Each of the categories listed below reflects statements made in the position announcement. Please rate each of the categories on a 1 – 5 rating scale, with a rating of 5 representing your highest estimation of the applicant's past performance. These categories may be used as a worksheet as you make a determination regarding the applicant's progress to the next level of screening. The last item on the sheet requests your recommendation regarding the applicant's progression to the next level of screening.

* *

- **Requirements**
  - Degree_____
    _____
  - Years of Experience_____
    _____

MET [ ] **NOT MET [ ]**

- **Professional Qualifications**
  - Teaching_____
    _____
    Rating Scale 1 2 3 4 5
  - Scholarly Achievement_____
    _____
    Rating Scale 1 2 3 4 5
  - University Service_____
    _____
    Rating Scale 1 2 3 4 5
  - Community Service_____
    _____
    Rating Scale 1 2 3 4 5

- Interpersonal Skills_____

  _____

  Rating Scale 1 2 3 4 5

- Communication Skills_____

  _____

  Rating Scale 1 2 3 4 5

- Leadership Abilities_____

  _____

  Rating Scale 1 2 3 4 5

- **Program/Administrative Leadership**
  - Managing Resources_____

    _____

    Rating Scale 1 2 3 4 5

  - Planning and Development_____

    _____

    Rating Scale 1 2 3 4 5

  - Curriculum Development & Program Review_____

    _____

    Rating Scale 1 2 3 4 5

  - Obtaining Internal & External Funding_____

    _____

    Rating Scale 1 2 3 4 5

  - Commitment to Faculty Development_____

    _____

    Rating Scale 1 2 3 4 5

  - Commitment to Academic Development_____

    _____

    Rating Scale 1 2 3 4 5

  - Commitment to Principles of Shared Government_____

    _____

    Rating Scale 1 2 3 4 5

  - Commitment to Gender, Ethnic, and Cultural Diversity_____

_____

Rating Scale 1 2 3 4 5

Understanding of the Mission of a Comprehensive University_____

_____

Rating Scale 1 2 3 4 5

Interpersonal Skills_____

_____

Rating Scale 1 2 3 4 5

CommunicationSkills_____

_____

Rating Scale 1 2 3 4 5

* * * * * * * * * * * * * * * *

Overall Rating 1 2 3 4 5

Step #1 INITIAL RANKING

1 – Do Not Advance [ ] **2 – Acceptable [ ]** **3 – Extraordinary [ ]**