

**Selection Criteria and Applicant Evaluation**

Position:

Candidate Name:

**Required Qualifications (e.g. degree, experience) Possesses**

Insert Text Y\_\_\_\_ N\_\_\_\_

Insert Text Y\_\_\_\_ N\_\_\_\_

Insert Text Y\_\_\_\_ N\_\_\_\_

**NOTE:** The items above should be qualifications that can be assessed clearly and objectively based on the resume or CV. If there is a “No” response to any one of the listed required qualifications above, the applicant automatically is considered Tier 3 (does not meet minimum qualifications). Required skills and competencies that require more subjective judgment should be listed below.

**Required Skills and Competencies**

**(e.g. communication, organization,**

**computer skills etc.)** **Strong<** **>Weak** **Comments**

Insert Text 5 4 3 2 1

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**Preferred Criteria** **Strong<** **>Weak**  **Comments**

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**NOTE:** Tier 1 applicants will constitute those who rate 3 and above in most of the preferred criteria. Tier 2 applicants will constitute those who rate 3 or below in most of the preferred criteria.

**OVERALL EVALUATION:**

**Strong<** **>Weak**

10 9 8 7 6 5 4 3 2 1

**NOTE:** Applicants who have an overall rating 5 or higher, could potentially move to the next step in the process. Applicants who have an overall rating of 5 or below, likely will not move to the next step in the process.

Advance to Phone/Skype Interview (optional) Y\_\_\_\_ N\_\_\_\_

Advance to Campus Interview Y\_\_\_\_ N\_\_\_\_