

Applicant Screening Form and Instructions For Search Committee Members

1. The Applicant Screening Form is for Search Chairs and Search Committee Members to use in evaluating written application materials from candidates. It may also be adapted for use in evaluating candidates during telephone and campus interviews.
2. Based on the duties, skills, and qualifications in the position description and position announcement, the Search Committee completes **Section A** by identifying and listing the criteria and numerical rankings to be used for assessing an applicant's qualifications when reviewing applications and resumes. Keep the list to a manageable numbers such as five to ten criteria.
3. Each application should be reviewed against the criteria, and each Search Committee Member should complete the screening form using **Section B** to record rankings. Comments should be recorded on a separate sheet of paper and retained with the ranking documents.
4. After the Committee completes its review of applicants, the Search Chair convenes the Committee to discuss each member's rankings and resolve differences. The outcome of this meeting is having the Committee reach consensus on selecting candidates for telephone interviews.
5. The Search Committee selects applicants for an interview (telephone or campus) based on assessments and rankings, e.g., interview top three scores; interview all candidates with scores of "N" or more, etc.
6. If other factors are used in addition to the Screening Form, such as, written material, test scores or transcripts, Committee Members should make note of that and assess each applicant based on these factors.
7. The Screening Form can be sent to Search Chairs electronically for use in assessing written applications, as well as assessing candidates during telephone and/or campus interviews.
8. Staff members in Human Resource Services are available to assist the Search Chair and Search Committee with using the screening form.

**APPLICANT SCREENING FORM
Section A**

Position: _____ **Division/Department** _____

Search Committee Member: _____ **Date:** _____

Definitions	Numerical Ranking		Application Review Criteria (See Position Description)
Not acceptable	0	A	
Below Average	1	B	
Average	2-3	C	
Above Average	4-5	D	
		E	
		F	
		G	
		H	
		I	
		J	

