**FORM #2: Sample Initial Screening Checklist**

(Note: This is a sample format only. Each search committee should identify the “Required” and “Preferred” qualifications for each position.)

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. REQUIRED QUALIFICATIONS/MINIMUM REQUIREMENTS**

1. Master’s degree Yes \_\_\_ No \_\_\_
2. PhD Yes \_\_\_ No \_\_\_
3. Teaching experience of desired courses Yes \_\_\_ No \_\_\_
4. Articles under review for publications Yes \_\_\_ No \_\_\_
5. Teaching/research in the subfield Yes \_\_\_ No\_\_\_
6. Others as determined by search committee

**Does candidate meet all minimum qualifications?**  Yes \_\_\_ No \_\_\_

IF ANSWER IS NO TO ANY OF THE REQUIRED QUALIFICATIONS, RATE CANDIDATE AS “DOES NOT MEET MINIMUM QUALIFICATIONS” AND DO NOT PROCEED TO SECTION II.

**II. PREFERRED QUALIFICATIONS**

1. Administrative experience Yes \_\_\_ No \_\_\_
2. Grant writing experience Yes \_\_\_ No \_\_\_
3. Student advising experience Yes \_\_\_ No \_\_\_
4. Service history Yes \_\_\_ No \_\_\_
5. Commitment to diversity Yes \_\_\_ No \_\_\_
6. Others as determined by search committee

**APPLICANT EVALUATION:**

\_\_\_\_: Candidate meets minimum qualifications and recommended for interview

\_\_\_\_: Candidate meets minimum qualifications but is NOT recommended for interview