

## #4 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 Reviewer:** \_\_\_\_\_

**Name of Candidate:** \_\_\_\_\_

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

### 1. REQUIRED QUALIFICATIONS/MINIMUM REQUIREMENTS

1. Master’s degree Yes \_\_\_\_\_ No \_\_\_\_\_

2. PhD Yes \_\_\_\_\_ No \_\_\_\_\_

3. Higher Ed teaching experience Yes \_\_\_\_\_ No \_\_\_\_\_

4. Publication/research history Yes \_\_\_\_\_ No \_\_\_\_\_

5. 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.

### 2. PREFERRED QUALIFICATIONS/NOT REQUIRED

1. Master’s degree Yes \_\_\_\_\_ No \_\_\_\_\_

2. PhD Yes \_\_\_\_\_ No \_\_\_\_\_

3. Higher Ed teaching Yes \_\_\_\_\_ No \_\_\_\_\_

4. Publication history Yes \_\_\_\_\_ No \_\_\_\_\_

5. Tenured at prior institution Yes \_\_\_\_\_ No \_\_\_\_\_

6. Administrative experience Yes \_\_\_\_\_ No \_\_\_\_\_

7. Grant writing experience Yes \_\_\_\_\_ No \_\_\_\_\_

8. Student advising experience Yes \_\_\_\_\_ No \_\_\_\_\_

9. Service history Yes \_\_\_\_\_ No \_\_\_\_\_

10. Commitment to diversity Yes \_\_\_\_\_ No \_\_\_\_\_

11. Other as determined by search committee

### APPLICANT EVALUATION:

\_\_\_\_\_ : Meets minimum qualifications and recommended for interview

\_\_\_\_\_ : Meets minimum qualifications but NOT recommended for interview