|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Initial Application Screening/Review Rubric POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  List each Required and Desired item from the job description on this form. Do not list the Essential Duties and Responsibilities. Add additional sections as needed to fit the number of list points needed.  All search committee members will evaluate each applicant using this form. Add additional sections as needed to fit the number of list points.  To be selected for the interview phase the applicant must meet all REQIUIRED job description attributes. The DESIRABLE attributes will then be used to determine which applicant has more than the required qualifications. | | | | | | | |
| **Candidate Name:** | | | | | | | |
| **REQUIRED List Points from Job Description** | **Ratings** | | | | **Comments** | | |
|  | Qualified | Not Qualified | | |  | | |
|  | Qualified | Not Qualified | | |  | | |
|  | Qualified | Not Qualified | | |  | | |
|  | Qualified | Not Qualified | | |  | | |
| **DESIRABLE List Points from Job Description** |  |  | | |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
|  | *High* | *Medium* | | *Low* |  | | |
| Additional Notes: | **INTERVIEW** | | **DISCUSS** | | | **REMOVE** |  |
| 6/2023 | | | | | | | |