



Screening Matrix

Reviewer: _____

Position: _____

Department: _____

Search Committee Members: _____

	REQUIREMENTS				PREFERENCES		TOTALS	COMMITTEE SCREENING NOTES
APPLICANT NAME	Degree/ Equivalent	Evidence of Research/ Scholarship	Teaching Experience	Evidence of Service	Funding	(TBD)		Notes should be directly related to the candidate's qualifications for the position.



RATING RUBRIC	INSTRUCTIONS	
5 = Excellent 4 = Good 3 = Adequate 2 = Marginal 1 = Inadequate		Committee members should: (a) Review resumes and assign a numeric value to each candidate in the appropriate requirements column based on a Likert Scale, 5 high and 1 low, add an additional 1 point for candidates meeting any preferences; (b) Select between 3-5 candidates you believe should be to interview based on established criteria; (c) Internal candidates meeting the minimum requirements shall be interviewed; (d) Work with HR to set interviews or consider applications received after first review date or re-advertise; (e) At the conclusion of the search, retain all evaluation tools in accordance with record retention requirements.