

SCREENING SUMMARY REPORT FOR (insert name of search)												
Applicant Name	Internal Candidate Y/N	Complete File Y/N	D/N Meet Qualls	Meets Qualls	Rating Form Score	Selected for Telephone Interview	Not Selected for Interview	May Be Selected for Interview (if others unavailable) (Include resume with documents)	Selected for Interview	Interview Form Score	Forwarded as Potential Offeree to Hiring Official (yes or no)	Justification: (must specify job related reasons for decision) . <u>Acceptable response</u> : Applicant doesn't have required Master's degree; doesn't have at least 3 years experience, OR Applicant has required Master's degree and at least 3 years experience. <u>Unacceptable Response</u> : Applicant is not qualified; doesn't meet minimum qualifications; OR Applicant is more qualified than other candidates; meets all qualifications; better fit (not job related).
Smith, Joseph	N	Y	X		0		X					No evidence of 3 years prior teaching experience
Zapeda, Eulalia	N	Y		X	15	X						Applicant has required degree and years of experience. Applicant has no research background.
Beatty, Edward	N	Y		X	18	X			X	22		Applicant has Ph.D, 7 years prior experience teaching, experience teaching graduate level courses, and excellent research background.