****

**Applicant Screening Criteria Form
Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PeopleAdmin Position #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT’S NAME**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EVALUATOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part I. FILE OF APPLICATION DOCUMENTS COMPLETE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Documents Needed to Apply** | **Yes** | **No** | **Evaluation****(Place additional comments on back of page.)** |
| Cover Letter |  |  |  |
| Resume/Vita |  |  |  |
| Contact Information for three (3) current professional references  |  |  |  |
| Undergraduate, Master’s and Doctorate transcripts |  |  |  |

**Part II. EXPERIENCE AND DEMONSTRATED ABILITIES TO FULFILL POSITION’S RESPONSIBILITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Evidence** **Lacking** | **Weak** | **Below****Avg.** | **Avg.** | **Very****Good** | **Excel-****lent** | **Evaluation****(Place additional comments on back of page.)** |
| **REQUIRED**: 1. Required Qualification from NOV |  |  |  |  |  |  |  |
| 2. Required Qualification from NOV |  |  |  |  |  |  |  |
| 3. Required Qualification from NOV  |  |  |  |  |  |  |  |
| 4. Required Qualification from NOV |  |  |  |  |  |  |  |
| **PREFERRED**: 5. Preferred Qualification from NOV |  |  |  |  |  |  |  |
| 6. Preferred Qualification from NOV |  |  |  |  |  |  |  |
| 7. Preferred Qualification from NOV |  |  |  |  |  |  |  |

**Part III. GENERAL ASSESSMENT** Should be Should Not be Neutral/

 (circle one) Considered Further Considered Further Not Sure