# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has applicant submitted all requested material?**

Cover Letter addressing qualifications \_\_\_\_\_

Vita/Resume \_\_\_\_\_

At least three references \_\_\_\_\_

University transcript(s) \_\_\_\_\_

Other requested information \_\_\_\_\_

**Does applicant meet the minimum qualifications?**

Does the person hold the degree that was published? \_\_\_\_\_

***Note:*** *If the applicant does not hold the posted/published degree   
at the time this form is completed, the answer to this question is no.*

Does the person have the minimum required experience? \_\_\_\_\_

Does the person meet all of the published minimum requirements? \_\_\_\_\_

**If the answer is no to any of the above questions, the person is not qualified and should be eliminated at this step in the process.**

List reason(s) for disqualification:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This applicant is:** Qualified \_\_\_\_\_ Not Qualified \_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of individual completing this form:**

**Note: This form should be attached to Applicant Screening Matrix Summary**

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| --- | --- | --- | --- | --- | --- |
| **Section 1:** | **Please check one: □ Committee □ Individual Assessment** | | | | |
| **Instructions:** | Please construct and complete a matrix for **ALL** candidates who applied for the position while the position was considered open. | | | | |
| **Position Description/**  **Requirements** | Screen on minimum qualifications. See attached. | | | | |
| **Department/Division:** |  | | | **Date Posted:** |  |
| **Position Number:** |  | | | **Rank:** |  |
|  | **Vita/Supporting Documents Assessment** | | | | |
| **Section 2:** | **(attach additional sheets if necessary)** | | | | |
| **Name** | **Education** | **Evidence of Research / Scholarship** | **Evidence of Service** | **Teaching Experience** | **Comments / Other Relevant Factors** |
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Search Committee Member Date