DRAFT

(Name of Search) - Initial Individual Candidate Evaluations

Resume Review

This document is intended for Search Committee Members to keep a personal record of the ranking of each candidate while reviewing their resumes. Rank the candidates 0 (low) to 5 (high). The search committee will add the totals of all the search committee members and the candidates with the highest totals will be asked to participate in the first round of interviews.

		Qualitative Rank								
Last Name / First Name	**Meets minimum pre requisite job qualifications*** (Yes or No**)	**(Job Specific Competencies) (0 - 5)**	**(Competency) (0 - 5)**	**(Competency) (0 - 5)**	**(Competency) (0 - 5)**	**(Competency) (0 - 5)**	**(Competency) (0 - 5)**	**(Competency) (0 - 5)**	**Total**	**Notes**
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	

* Minimum qualifications: (Are pulled from job description)

** If no, do not rank for each individual category