

Initial Screening

Name _____ Date _____

Position _____

Has the applicant sent all requested materials by due date?

	Yes	No
Cover letter/letter of interest (date stamped)	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
List of References	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Philosophy	<input type="checkbox"/>	<input type="checkbox"/>
Other Information	<input type="checkbox"/>	<input type="checkbox"/>

Does the applicant meet minimum qualifications?

Degree(s)	<input type="checkbox"/>	<input type="checkbox"/>
Experience:		
Administrative	<input type="checkbox"/>	<input type="checkbox"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly research and publications in refereed journals	<input type="checkbox"/>	<input type="checkbox"/>

Other: _____
