

SCREENING SUMMARY REPORT

Use of this form:

Finalist Approval: Fill in columns 1 through 6, and 8

Offeree Approval: Fill in column 7 and 8 (*additions to Column 8 should be in BOLD type*)

Template - MSU AASF

APPLICANTS FOR (DEPARTMENT/POSITION):

1 Applicant Name	2 Does Not Meet Qualifications	3 Meets Qualifications	4 Not Selected for Interview	5 May be Selected for Interview (if others unavailable) (include resume with documents)	6 Selected for Interview	7 Forwarded as Potential Hire to Hiring Official (yes or no)	8 Justification (must specify job related reasons for decision) <i>Acceptable response: Applicant doesn't have a Master's degree in library science; doesn't have at least 5 years management experience OR Applicant has a Master's degree in library science and 7 years management experience. Unacceptable response: Applicant is not qualified; doesn't meet minimum qualifications. OR applicant is more qualified than others; meets all qualifications; better fit [not job related]</i>
		X			X		Student Services experience. Demonstrated ability to initiate, manage and evaluate programs and activities but not recruitment-related. Knowledge of MSU, higher ed. STEM program indicates ability to work with diverse populations. Strong, positive reference check
		x					Does not demonstrate ability to organize work for and supervise students.
	X						Does not show BS on transcript.
	X						Does not show BS on transcript.
		X					Does not demonstrate ability to initiate, manage and evaluate recruitment-related programs and activities.
	X						Does not show BS on transcript.