

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-IFD

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 Offeree 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			X		Strong, appropriate teaching experience in ethics. No demonstrated experience teaching writing intensive classes. Limited demonstration of teaching success—will address in interview.
	X		X				No evidence of teaching experience ethics. Candidate's specialization is Continental Philosophy, especially Kierkegaard.