Faculty Applicant Screening Matrix
(to Move from the Longlist to the Shortlist)

Below is an example of a template that can be modified to fit the department's needs.

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:		
Section 2:	**Vita/Supporting Documents Assessment** **(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