

University of Illinois at Chicago  
Applicant Screening Form  
(Insert Department Name)  
(Insert Position Number and Title)

Name of Applicant: \_\_\_\_\_

Minimum Qualifications (Y/N):

\_\_\_\_\_ Bachelor's degree (insert required fields from job posting)

\_\_\_\_\_ (Insert number) years of experience (insert type of experience required)

\_\_\_\_\_ (Insert additional requirements)

\_\_\_\_\_ (Insert additional requirements)

\_\_\_\_\_ (Insert additional requirements)

Preferred Qualifications (Y/N):

\_\_\_\_\_ Master's degree (insert required fields from job posting)

\_\_\_\_\_ (Insert number) years of experience (insert type of experience required)

\_\_\_\_\_ (Insert additional requirements)

\_\_\_\_\_ (Insert additional requirements)

\_\_\_\_\_ (Insert additional requirements)

Comments:

\_\_\_\_\_ Continue with search process (Y/N)

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Reviewer

## Interview Scoring Sheet

**Instructions:** Insert applicant name and 5 different desirable attributes. Change the weights of the attributes if some are valued more highly than others. Make sure the weight totals equal 100. If there are less than 5 attributes being scored change the weight of the missing attribute(s) to 0, and adjust the other weights accordingly. Score each applicant 0-4 for each attribute. The total score will automatically be calculated in the final column.

**Scoring:** 0=no possession of attribute; 1=minimal possession of attribute; 2=average possession of attribute; 3=above average possession of attribute; 4=outstanding possession of attribute

Name	Attribute 1	Weight of Attribute 1	Attribute 2	Weight of Attribute 2	Attribute 3	Weight of Attribute 3	Attribute 4	Weight of Attribute 4	Attribute 5	Weight of Attribute 5	Score out of 400				
Applicant 1		20		20		20		20		20	0				
Applicant 2															0
Applicant 3															0
Applicant 4															0
Applicant 5															0
Applicant 6															0
Applicant 7															0
Applicant 8															0
Applicant 9															0
Applicant 10															0
Applicant 11															0
Applicant 12															0
Applicant 13															0
Applicant 14															0
Applicant 15															0

