

SAMPLE

Second-Level Screening Sheet

Candidate: _____ Position: _____

| Document | 1 Fails to Meet Basic Requirements | 2 Meets Basic Requirements | 4 Exceeds Basic Requirements |
|----------------------------|---|---|---|
| Cover Letter | | | |
| Transcripts | | | |
| Teaching Philosophy | | | |
| Curriculum Vitae | | | |
| Overall Rating | | | |

Search Committee

Date