| SCREENIN | G SUMMARY R | EPORT FO | RM | | | | | | | |
|---------------------|-------------|----------|-----------------------------|--|--|---------------------------------|---|---------------------|-------------------------------|--|
| Applicant Pool (HR) | | | | | | | | | | |
| | | | | Email this spreadsheet and a completed Search Committee Recommendation form to HR when your search committee has screened for minimums | Email this spreadsheet and a completed Search Committee Recommendation form to HR when your search committee has determined potential interviews | | Email this spreadsheet and a completed Search Committee Recommendation form to HR when your search committee has determined potential interviews | | | Email this spreadsheet and a completed Search Committee Recommendation form to HR when your search committee has determined potential offeree(s) |
| First Name | Last Name | Internal | Meets Min Qualifications | Minimum Qualification Justification *Must specify job related reasons for decision | Preferred Qualifications Justification *Must specify job related reasons for decision | Phone Interview (if applicable) | Qualification & Justification for Campus Interview | Campus Interview | Recommend Hiring Authority | Justification for Response *Must specify job related reasons for decision |
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