

SAMPLE
Pre-Evaluation Form

Name: _____ Position: _____

Has applicant submitted all requested material by due date? ___ Yes ___ No

Cover letter addressing qualifications ___ Vita/resumé ___
Three letters of reference ___ Transcript (if applicable) ___

Does applicant meet the published minimum qualifications?

Does the person: Hold the degree published? ___ Have the minimum required experience? ___
Meet all the published minimum requirements? ___

If the answer is no to any of the above questions, the person is not qualified and should be eliminated at this time.

This applicant is: Qualified _____ Not Qualified _____

For Qualified Applicants Only:

Screening Criteria	Rating Scale 0 - 1 - 2 - 3
*** For Rating Scale you may use: None = 0, Good = 1, Better = 2, Best = 3	
Or: 0 - 10 - 20, Or ?? -- (Your numerical preference)***	
1. Academic coursework, teaching experience and work experience in operations management or a subset of the field like quality management, production planning and control.	_____
2. Coursework, teaching or work experience in teaching courses including operations management majors courses and core or other courses offered in the department.	_____
3. Taught three or more years as an assistant professor at another university.	_____
4. Demonstrated effort regarding research and publication activities.	_____
5. Demonstrated service in a variety of contexts to university, community, and/or academic or professional organizations.	_____
	Total Score _____

****After tabulation of scores of all applicants, applicants in the highest numerical cluster must receive an interview.**