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:

Rating Scale

Screening Criteria

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.**