

Exhibit #11: Screening Checklist

A screening checklist can help search committee members quickly verify whether each candidate has the required qualifications. A checklist is often a simple delineation of the required and preferred criteria listed in the advertisement or *position announcement*. A more complete evaluation includes the major position requirements documented in the position description, charge, and organizational analysis, notwithstanding the fact that not all of the requirements of a position can be determined or evaluated from written materials. The checklist nonetheless ensures the applicants are compared against the essential selection criteria.

The following checklist is an example of a review created from an ad for a career placement counselor:

A bachelor's degree and demonstrated experience with career counseling and job placement are required. The ideal candidate will also possess the following characteristics: experience with individual and group counseling as well as case management techniques. The ability to develop and deliver training materials and a proficiency with the technologies used in the profession are also necessary for success in this position. Knowledge of employment trends and alumni affairs is a desirable qualification. A master's degree, counseling licensure or certification, and experience in higher education are preferred criteria.

Screening Checklist

Candidate's Name _____

Rated by _____ Date: _____

Required Qualifications:	Yes	No
Bachelor's degree	—	—
Demonstrated experience in the field	—	—
Individual counseling experience	—	—
Group counseling experience	—	—
Multicultural counseling techniques experience	—	—
Training knowledge and skill	—	—
Technology proficiency	—	—
Proficiency with written communication	—	—
Preferred Qualifications:	Yes	No
Master's degree	—	—
Professional licensure or certification	—	—
Higher education experience	—	—
Knowledge of employment trends	—	—
Alumni experience	—	—
Experience with internships and cooperative education	—	—

List Candidate's other characteristics (e.g., degree fields[s], special skills, etc.):

Comments/Notes:

Consider Further? Yes _____ No _____ Maybe _____

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