

Applicant Ranking Worksheet

The purpose of the Applicant Ranking Worksheet is to help selection committee members evaluate and score the qualifications of each applicant for the specific position, based on the same criteria. Under each heading you should give the applicant a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 – Satisfactory 1 – Unsatisfactory

Areas to consider:

Educational Requirement - Does the candidate have the appropriate educational qualifications of training for this position?

Prior Work Experience - Has the candidate acquired similar skills or qualifications through past work experiences?

Technical Qualifications - Does the candidate have the technical skills necessary for this positions?

Supervisory Experience – If applicable, does the candidate have the supervisory experience necessary for this position?

Other - Has applicant submitted all requested materials (Letter of Interest, Resume, IECC Application form, 3 Letters of Recommendation, Transcripts)?

Comments - Final comments and recommendations for proceeding with the candidate.

APPLICANT RANKING WORKSHEET

Position Title:

Closing Date of Position:

5 - Exceptional

4 - Above Average

3 - Average

2 – Satisfactory

1 – Unsatisfactory

[illegible]