

APPENDIX E

Resume Screening Tools

SAMPLE #1

Candidate: _____ Reviewer: _____ Date: _____

Number of Years of experience (if any): _____

POSITION QUALIFICATIONS/SCREENING FACTORS	EXPERIENCE			
	None	Less Than	Acceptable	Can't Assess
Other Items of Interest (please be specific and only note job related experiences):				

Reviewer Recommendation:

This plan takes into consideration the Department’s diversity profile, the College’s affirmative action goals, and the concepts of equal employment opportunity.

Discontinue from consideration/reject
 Hold
 Schedule further discussion

APPENDIX E (CONT.)

Resume Screening Tools

SAMPLE #2

Candidate: _____ Reviewer: _____ Date: _____

Number of Years of experience (if any): _____

CRITERIA	CRITERIA DESCRIPTION/SCREENING FACTORS	None	Less Than	Acceptable	Can't Assess
A)	Experience as a faculty member.				
B)	Previous teaching/research experience.				
C)	Experience in strategic planning.				
D)	Experience working in an academic or academic support setting				
E)	Currently employed at OHSU? ___yes ___no				

WEIGHTS	WEIGHT DESCRIPTION
SUBSTANTIAL - 10	Candidates accomplishments/responsibilities strongly demonstrate the criteria
ADEQUATE - 5	Candidates accomplishments/responsibilities demonstrate the criteria
INADEQUATE - 3	Candidates accomplishments/responsibilities inadequately demonstrate the criteria

Reviewer Recommendation:

This plan takes into consideration the Department's diversity profile, the College's affirmative action goals, and the concepts of equal employment opportunity.

___ Discontinue from consideration/reject ___ Hold ___ Schedule further discussion