

SAMPLE INITIAL APPLICANT SCREENING FORM

American Literature, Assistant Professor (tenure track) PCN#xxxxxx

Applicant's Name: _____

Evaluator: _____ Date: _____

MINIMUM QUALIFICATIONS (questions should be based on the qualifications listed on the job posting):

1. Earned doctorate (degree requirements completed no later than [date]) in an area related to American Lit?
Yes _____ No _____
 - Date awarded or anticipated date: _____
2. Undergraduate or master's in English/Literature? Yes _____ No _____
3. Experience teaching at the college level? Yes _____ No _____

OTHER CONSIDERATIONS:

- | | (5=Strong | 1= Weak | | | U=Unknown) | |
|---|-----------|---------|---|---|------------|---|
| | 5 | 4 | 3 | 2 | 1 | U |
| 4. Significant potential for teaching excellence in literature courses
Additional Comments: _____ | | | | | | |
| 5. Significant potential for developing and maintaining an active research program
Additional Comments: _____ | 5 | 4 | 3 | 2 | 1 | U |
| 6. Significant potential for University and community service
Additional Comments: _____ | 5 | 4 | 3 | 2 | 1 | U |
| 7. Experience advising and mentoring undergraduate and graduate students
Additional Comments: _____ | 5 | 4 | 3 | 2 | 1 | U |
| 8. Significant potential for developing curriculum in area of specialization
Additional Comments: _____ | 5 | 4 | 3 | 2 | 1 | U |
| 9. Demonstrated commitment to fostering a diverse working and learning environment.
Additional Comments: _____ | 5 | 4 | 3 | 2 | 1 | U |

OVERALL EVALUATION OF APPLICANT

1. Overall evaluation of candidate (5=Strong, 1=Weak) 5 4 3 2 1
2. Recommend for interview? Yes _____ No _____

Additional Comments: _____