

# 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<br>Additional Comments:              |   |   |   |   |   |   |
| 5. Significant potential for developing and maintaining an active research program<br>Additional Comments:  | 5 | 4 | 3 | 2 | 1 | U |
| 6. Significant potential for University and community service<br>Additional Comments:                       | 5 | 4 | 3 | 2 | 1 | U |
| 7. Experience advising and mentoring undergraduate and graduate students<br>Additional Comments:            | 5 | 4 | 3 | 2 | 1 | U |
| 8. Significant potential for developing curriculum in area of specialization<br>Additional Comments:        | 5 | 4 | 3 | 2 | 1 | U |
| 9. Demonstrated commitment to fostering a diverse working and learning environment.<br>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: