

GLENCOE-SILVER LAKE SCHOOL DISTRICT #2859
Principal/Certified Staff Applicant Screening/Tracking Form

Applicant Name _____ **Date of Application** _____

Position Applying For _____ **Licensure Area(s)** _____

Screening Administrator: _____ **Date** _____

Certificate Yes ☐ No ☐

Experience Yes ☐ No ☐

1. Application File Complete: _____ *Yes* _____ *No*

_____ Application

_____ College Transcripts

_____ *Yes* _____ *No*

_____ Letter of Interest

_____ Copy of MN Teaching License

_____ Current Resume

_____ Credential File and/or Letters
of Recommendation

2. Reference Check #1:

_____ *Yes* _____ *No*

4. Reference Check #2:

_____ *Yes* _____ *No*

5. Employment Offer:

_____ *Yes* _____ *No*

Total Points Pre – Screen _____

Administrator:

_____ **Application Essay Questions:** (0-30 points)

1

receives 5

2

receives 5

3

receives 10

4

receives 10

_____ **Grade Point Average** – GRADUATE transcript only (0-15 points)

3.75 + above

receives 15

3.00 – 3.74

receives 10

2.50 – 2.99

receives 5

_____ **Reference/Credentials** (0-10 points)

(Look for the following elements: specific examples, immediate supervisor, aligned with opening, leadership skills referenced, and evidence of team orientation.)

Excellent

receives 10

Average (2 or more of the above)

receives 5

Non-evident

receives 0

Principal/Certified Staff Applicant Screening/Tracking Form, continued

_____	Richness of background/work experience/training (0-35 points)	
	2-3+ years experience in the area for which they are applying	receives 15
	1-2 years experience	receives 10
	Evidence in utilizing technology in the instructional process	add 5
	Experience in working with diverse populations	add 5
	Involvement in college/district committees	add 5
	Leadership in college/district committees	add 5
_____	Quality of Application (0-10 points)	
	High quality appearance (free of grammatical or spelling mistakes, attractively presented, well-written, specific reference to seeking to benefit Glencoe-Silver Lake School District is given)	receives 5
	Some, but not all of the above qualities present	receives 5
_____	Veteran's Preference (5 points)	receives 5