

Stephen F. Austin State University
 Human Resources
Screening Checklist

A screening checklist can help the search committee verify each candidate's possession of required qualifications. Such a checklist should reflect the qualifications specified in the classified ad or position announcement. The checklist below reflects the following classified as for a career placement coordinator.

SCREENING CHECKLIST

Candidate's Name _____

Rated by _____ Date _____

REQUIRED QUALIFICATIONS	YES	NO
Bachelor's Degree		
Five Years' Career Placement Experience in High Education		
Individual Counseling Experience		
Group Counseling Experience		

PREFERRED QUALIFICATIONS	YES	NO
Master's Degree		
Professional License		
Computer Skills		
Marketing Skills		
Budgeting Experience		

LIST CANDIDATE'S OTHER CREDENTIALS (DEGREES, SPECIAL SKILLS, ETC.)

Consider Further? _____

Source: A Tool Kit for Human Resources Professionals, Administrators and Committee Members