Sample Screening Tool

Applicant Name: _____ Name of Rater: _____

Position: _____ Date of Screening: _____

Preliminary Screens

A.	Ph.D. or Equivalent in appropriate discipline(s) in hand	YES	NO	(IF NO, STOP RATING)
B.	Specialization(s) within the discipline	YES	NO	(IF NO, STOP RATING)
C.	Two Years Teaching Experience at the college / university level	YES	NO	(IF NO, STOP RATING)

Academic and Professional Preparation

On a scale of one to four (with four being the highest score):

1.	Specific coursework	N/A	1	2	3	4
2.	Evidence of teaching ability	N/A	1	2	3	4
3.	Teaching experience with multi-cultural, international students	N/A	1	2	3	4
4.	Research, articles, etc.	N/A	1	2	3	4
5.	Participation in professional activities	N/A	1	2	3	4
6.	Other activities (including living abroad, special assignments, awards, fellowships, etc.)	N/A	1	2	3	4

Other Comments:

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*N/A = Not Applicable/Not Available