SAMPLE
Pre-Evaluation Form

Name: _____ Position: _____

Has applicant submitted all requested material by due date? ____ Yes _____ No

Cover letter addressing qualifications _____ Vita/resumé _____
Three letters of reference _____ Transcript (if applicable) _____

Does applicant meet the published minimum qualifications?

Does the person: Hold the degree published? _____ Have the minimum required experience? _____

Meet all the published minimum requirements? _____

If the answer is no to any of the above questions, the person is not qualified and should be eliminated at this time.

This applicant is: **Qualified _____** **Not Qualified _____**

For Qualified Applicants Only:

Screening Criteria **Rating Scale 0 - 1 - 2 - 3**

***** For Rating Scale you may use: None = 0, Good = 1, Better = 2, Best = 3**

Or: 0 - 10 - 20, Or ?? -- (Your numerical preference)***

1. Academic coursework, teaching experience and work experience in operations management or a subset of the field like quality management, production planning and control. _____
2. Coursework, teaching or work experience in teaching courses including operations management majors courses and core or other courses offered in the department. _____
3. Taught three or more years as an assistant professor at another university. _____
4. Demonstrated effort regarding research and publication activities. _____
5. Demonstrated service in a variety of contexts to university, community, and/or academic or professional organizations. _____

Total Score _____

****After tabulation of scores of all applicants, applicants in the highest numerical cluster must receive an interview.**