

SAMPLE – SCREENING TOOL

NOTE: BSC sample templates are available to hiring supervisors via myBSC > (Enter User Name and Password) > O365 > HR Resources for Managers. If you are unable to access the “HR Resources for Managers” folder through the myBSC steps indicated above, please contact a member of the Office of Human Resources for assistance (humanresources@bluefieldstate.edu; Phone: 304-327-4013)

Screening Tool (Sample for Search Committees)			
Position:			
Candidate Name:			
Search Committee Evaluator:			
Date:			
Announcement (JVA). Job qualifications indicated in the JVA should be used as screening criteria and reflected in the Screening Tool. Please evaluate the candidate's qualifications for the position listed above. If one of the rating factors does not apply to the position, please write N/A.			
	Rating Factors		
(Please specify relative to the vacant position):	Exceeds	Meets	Less Than Meets/ Does Not Meet
Education: _____			
Training/Certification: _____			
Work Experience			
Skills (Technical)			
Supervising Others			
Leadership Skills			
Interpersonal/Communication Skills			
Teamwork			
Time Management			
Motivation for the Job			
Problem-Solving			
Skill Needed: _____			
Skill Needed: _____			
Skill Needed: _____			
Preferred Qualifications (if any)	Exceeds	Meets	Less Than Meets/ Does Not Meet
Education (Specify):			
Training/Certification (Specify):			
Work Experience (Specify):			
Skills (Specify):			
OVERALL SEARCH COMMITTEE EVALUATOR RECOMMENDATION			
Recommendation:	Select/Check One		
Highly Recommend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not recommend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valid Justification (Use this space as needed):			