Tier:

|  |
| --- |
| **Position Information** |
| Position Number(s): |  |
| Title: |  |
| Date: |  |
| Applicant’s Name: |  |
| Reviewer’s Name: |  |
|  |  |

|  |  |
| --- | --- |
| **Required Qualifications** | **Rating** |
|  | Can’tAssess\* | Yes | No | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Preferred Qualifications** | **Rating** |
|  | Can’tAssess\* | Yes | No | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Overall Response** (Optional or complete, if applicant is moves onto interview step(s)) |
| Describe the candidate’s major strengths for the position: |  |
| Describe any major weaknesses of this candidate: |  |
| Overall response: |  |

|  |
| --- |
| **Key: Identification of Tiers** |
| Tier #4: Does not meet at least 1 minimum requirement. Cannot move forward in the search. |
| Tier #3: Meets all minimum requirements and a few preferred requirements. |
| Tier #2: Meets all minimum requirements and some preferred requirements. |
| Tier #1: Meets all minimum requirements and all/nearly all preferred requirements. |

If you cannot assess a qualification through the materials review, watch for a pattern between all candidates. If there is a pattern, the qualification may need to be assessed later. A ‘Can’t Assess’ rating should not automatically disqualify any candidate from moving forward.