****

**{Insert position title} –**

**Applicant Screening Evaluation Form**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Required Application Materials** | **Yes** | **No** | **DK** | **Comments** |
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| **Required Qualifications** | **Yes** | **No** | **DK** | **Comments** |
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| **Preferred Qualifications** | **Yes** | **No** | **DK** | **Comments** |
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Do you recommend this applicant for the interview/position? \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_Alternate

Please provide additional comments on the back of this form. Note: Include instructions for returning the evaluation form i.e. contact name, date, location, etc.