Applicant Spreadsheet

Position Title & Department:_____
Search Chair: _____
EO Coordinator:_____

Applicant Name	"X" if Minimum Quals Not Met	List Screening Mechanism(s)* Used to Determine Applicant Future Status	"X" if Inter-viewed as finalist	Rationale for Failure to move to next Evaluation Stage *Must be completed for all applicants meeting minimum qualifications*

* i.e.: telephone or conference interviews, reference checks, etc.