

Applicant Screening Matrix Form
(Optional form used to determine qualified and unqualified)
Search Code

Name:

Position:

Has applicant submitted all requested material?

Cover Letter addressing qualifications
Vita/Resume
At least three references
University transcript(s)
Other requested information

Does applicant meet the minimum qualifications?

Does the person hold the degree that was published? Yes No

Note: If the applicant does not hold the posted/published degree at the time this form is completed, the answer to this question is no.

Does the person have the minimum required experience? Yes No

Does the person meet all of the published minimum requirements? Yes No

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

List reason(s) for disqualification:

This applicant is: Qualified Not Qualified

Signature of individual completing this form:

Note: This form should be attached to Applicant Screening Matrix Summary

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code. Revised 12/07

Applicant Screening Matrix Summary

Section 1:	Please check one: Committee Individual Assessment				
Instructions:	Please construct and complete a matrix for ALL candidates who applied for the position while the position was considered open.				
Position Description/ Requirements	Screen on minimum qualifications. See attached.				
Department/Division:				Date Posted:	
Position Number:				Rank:	
Section 2:	Vita/Supporting Documents Assessment				
	(attach additional sheets if necessary)				
Name	Education	Evidence of Research / Scholarship	Evidence of Service	Teaching Experience	Comments / Other Relevant Factors

Search Committee MemberDate

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