SAMPLE
INITIAL APPLICANT SCREENING FORM
American Literature, Assistant Professor (tenure track) PCN#xxxxxx

Applicant’s Name:___________________________________________________________________________________
Evaluator:________________________________________________________________Date:_____________________

MINIMUM QUALIFICATIONS (questions should be based on the qualifications listed on the job posting):

1. Earned doctorate (degree requirements completed no later than [date]) in an area related to American Lit?  
   Yes_____     No_____  
   • Date awarded or anticipated date:__________________________________

2. Undergraduate or master’s in English/Literature?  
   Yes_____     No_____  

3. Experience teaching at the college level?  
   Yes_____     No_____  

OTHER CONSIDERATIONS:

4. Significant potential for teaching excellence in literature courses  
   (5=Strong  1=Weak  U=Unknown)  
   5 4 3 2 1 U  
   Additional Comments:  

5. Significant potential for developing and maintaining an active research program  
   5 4 3 2 1 U  
   Additional Comments:  

6. Significant potential for University and community service  
   5 4 3 2 1 U  
   Additional Comments:  

7. Experience advising and mentoring undergraduate and graduate students  
   5 4 3 2 1 U  
   Additional Comments:  

8. Significant potential for developing curriculum in area of specialization  
   5 4 3 2 1 U  
   Additional Comments:  

9. Demonstrated commitment to fostering a diverse working and learning environment.  
   5 4 3 2 1 U  
   Additional Comments:  

OVERALL EVALUATION OF APPLICANT

1. Overall evaluation of candidate (5=Strong, 1=Weak)  
   5 4 3 2 1  

2. Recommend for interview?  
   Yes_____     No_____  
   Additional Comments: