Applicant Review Log

Requisition Number	
Position Title	
Department	
Committee Chair	
Phone Number	
Email	

Instructions

Fill out the Minimum and Preferred qualifications charts. Use the corresponding numbers to indicate whether each applicant demonstrates the qualification in their materials. Determine if the applicant will be interviewed and record any comments in the comments section. Retain this form in the search file.

Minimum Required Qualifications

1	
2	
3	
4	
5	

Preferred Qualifications

6	
7	
8	
9	
10	

Qualifications Met for All Reviewed Applicants

Name of Applicant	Minimum Qualifications					Preferred Qualifications					Interview? (Y/N)	Comments
	1	2	3	4	5	6	7	8	9	10		