# **TEMPLATE FOR REVIEWING APPLICANT MATERIALS TO DETERMINE WHICH CANDIDATES TO INTERVIEW VIRTUALLY**

## Applicant Material Review Matrix for Search Committee

(Grey text is intended as example entries and should be deleted before entering actual information)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant | Minimum Education Requirements (enter degrees earned) | Minimum Experience Requirements (enter No or list relevant experiences) | Professional References Listed (enter yes or no) | Cover Letter is formatted as a letter and supports the content of the CV/resume, expands on those achievements, showcases applicant's characteristics/qualities, and explains why applicant is a good fit for the position | CV summarizes work experience, educational background, and special skills relevant to position | Application includes education and employment history consistent with minimum position requirements | Reflective Responses to Mission and Identity Questions | Reflective Responses to Diversity Questions |
| Applicant #1 | EdD | CV does not support the min. years of experience | Yes | Yes | No | No | Yes | Yes |
| Applicant #2 | Ph.D. | No | No | No | No | No | No | Yes |
| Applicant #3 | J.D. | No | Yes | Yes | Yes | No | Yes | yes |
| Applicant #4 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant #5 |  |  |  |  |  |  |  |  |
| Applicant #6 |  |  |  |  |  |  |  |  |
| Applicant #7 |  |  |  |  |  |  |  |  |
| Applicant #8 |  |  |  |  |  |  |  |  |

Add additional rows as needed.