

West Sonoma County Union High School District

This document required
for each applicant.

CLASSIFIED
Paper Screening Document

PAPER SCREENING RATING

Interview _____
Possibly Interview _____
Do Not Interview _____

APPLICANT: _____ Position: _____

1 = Outstanding 2 = Excellent 3 = Acceptable 4 = Marginal 5 = Unacceptable
No number means unable to determine and/or no opinion.

APPLICATION PACKET

Application and Letter of Interest describing reasons for interest in position.

Resume describing educational preparation and experience.

Letter of reference regarding performance in current and previous position.

QUALIFICATION CRITERIA

Job Knowledge: Exhibits knowledge through training or experience.

Job Skills: Has skills related to the job.

Past Success: Has indicators of past employment success.

Written Communication Skills: Exhibits clear communication in letter;
displays accuracy in grammar and spelling.

Working Relationships: Evidence of good relations with co-workers and
Supervisors (example: through letters of recommendation).

Other: Criteria developed by Interview Committee. (attach list of criteria)

For Inside Candidates:

If inside applicant will not be interviewed, please indicate reason(s) for not interviewing:

| | | | |
|---|--|---------------------------------------|--|
| Does not meet criteria of job description | | Competitive applicants more promising | |
| Incomplete application packet | | Poor references | |
| Applicant not available when needed | | Other: | |

Screener: Please indicate at top of sheet your recommendation for interviewing candidate.

Paper Screener's Name _____ Date _____