

### Sample Criteria Matrix

Position Title: \_\_\_\_\_ Full Consideration: \_\_\_\_\_ Final Closing: \_\_\_\_\_

Qualification	Required or Preferred?	Relationship to job – What aspects of job might they not be able to do/do well without this?	Transferable?	Screening Criteria – what are the different ways someone might meet this qualification?	When to Assess (and eliminate for not meeting)	Priority – relative importance (circle one)
					Application Skype/phone interview Site Interview References	Low Medium High
					Application Skype/phone interview Site Interview References	Low Medium High
					Application Skype/phone interview Site Interview References	Low Medium High
					Application Skype/phone interview Site Interview References	Low Medium High

### Sample Candidate Screening Matrix

Candidate: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

- Unqualified-doesn't meet MQs
- Meets MQs – *minimally-qualified*
- Meets or exceeds MQs – *well-qualified*
- Meets or exceeds MQs & PQs – *very well-qualified*
- " " " " AND strong in high priority MQs/PQs – *highly-qualified*

	Required Minimum Qualifications (MQs)	Meets?			Strengths	Comments
		N	Y	+		
1						
2						
3						
4						
5						
6						
7						
<b>Preferred Qualifications (PQs)</b>						
1						
2						
3						
4						
5						
6						
7						

Comments/questions