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	Low
					Skype/phone interview	Medium
					Site Interview	High
					References	
					Application	Low
					Skype/phone interview	Medium
					Site Interview	High
					References	
					Application	Low
					Skype/phone interview	Medium
					Site Interview	High
					References	
					Application	Low
					Skype/phone interview	Medium
					Site Interview	High
					References	

Sample Candidate Screening Matrix

Candidate:_____

Evaluator: _____ Date:_____

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

Comments/questions