**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?* | **Priority –** *relative importance* | **Strength** – (for medium & high-priority qualifications) *what are indicators that someone meets the qualification STRONGLY – what ways of meeting it predict better performance?* | **When to Assess**  *(and eliminate for not meeting)* |
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|  |  |  |  |  | Low  Medium  High |  | Application  Video/phone interview  Site Interview  References |
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