Sample Candidate Screening Matrix

* 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***

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

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