UPSTATE MEDICAL UNIVERSITY - (SAMPLE) Applicant Screening Tool (Rev. 5/2016)

F1#: **Title:** **Prepared by:** **Date:**

		MINIMUM QUALS. ON JOB POSTING					PREFERRED QUALS. ON POSTING					
	Last Name, First Initial	Educ.	Exper.	Insert - Other Criteria (i.e. license)	Insert - Other Criteria	**Meets Min. Quals Yes/No**	Insert Preferred Criteria and Rate 1-5	Insert Preferred Criteria and Rate 1-5	**Meets or Exceeds Preferred Quals Yes/No**	Total Rating	**Contact for Interview Yes/No**	Comments
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