

Paper Screening Checklist

SAMPLE ONLY

**HR Coordinator
11/10/04**

Applicant Name <small>(List in alphabetical order)</small>	Degree (Required)		Documentation <small>(College transcripts necessary only if a degree is required)</small>					Experience recruiting and interviewing at the college level <small>(Resume)</small>	Experience With federal and state employment law <small>(Resume)</small>	Supervisory Experience <small>(Resume)</small>	Personal computer & powerpoint skills	Proven interpersonal skills <small>(Interview)</small>	Presentation skills <small>(Interview)</small>
	Bachelor's Human Resources or related field. Required	Master's desired	SCC	College Transcript(s)	Cover Letter	Reference	Resume	Vet Preference					
1													
2													
3													
4													
5													
6													
7													
8													
9													

- Note:**
- Note degree beyond minimum of Bachelors
 - The yellow shaded is required documentation, and the blue is desired material.
 - Green is required vet preference for all positions, excluding faculty.
 - Do not rank applicants. Check boxes that apply based on initial paper screening.
 - All committee members must review every application.
 - Questions on procedure should be directed to Bob Woodbery via email