



Amherst College
Office of Human Resources

Screening Checklist

Candidate's Name: _____

Position: _____ **Date:** _____

The checklist below serves as a general model for determining who is deemed most qualified. Identify criteria from the job description to drive the selection process.

First Review for Requirements	Criteria	Yes	No	Notes
Education	Level of education in (area) or related fields (clarify)			
Experience	Number of years and type of experience			
Diversity & Inclusion	Review applicant questionnaire			

Second Review for Requirements During Initial Interview	Criteria	Yes	No	Notes
Skills	Clarify skill areas such as time management, customer service, technical, supervisory, etc.			
Experience/Expertise	Type of experience/expertise required			
Diversity & Inclusion	Demonstrated commitment, experience and/or knowledge			
Knowledge	Clarify specific knowledge required			

Third Review for Requirements During On-Campus Interview	Criteria	Yes	No	Notes
Skills	Clarify additional skill areas such as communication, interpersonal, etc.			
Experience/Expertise	Additional experience/expertise required			
Diversity & Inclusion	Depth of work with diverse communities			
Knowledge	Describe depth of knowledge required			