

**Introductory Note:** Although rating guides are not required, they are a valuable tool for simplifying and documenting the screening process. The following rating guide is only a **sample** for faculty positions. When completing the form, use the required and preferred qualifications actually listed in the position description. Contact your HR Generalist or the EOO for assistance.

**FACULTY POSITION TITLE**  
 University of Kansas Medical Center  
**RATING GUIDE**

**Applicant Name:** \_\_\_\_\_ **Rater:** \_\_\_\_\_

**Application materials reviewed:** \_\_\_\_\_ letter of introduction  
 \_\_\_\_\_ curriculum vita  
 \_\_\_\_\_ other: \_\_\_\_\_

QUALIFICATIONS (As listed on the position description)	RATING	COMMENTS
	<ul style="list-style-type: none"> <li>• <b>Yes</b> - evident that applicant meets criterion</li> <li>• <b>No</b> - evident that applicant does <u>not</u> meet criterion</li> <li>• <b>?</b> - unable to determine from materials submitted</li> </ul>	
<b>REQUIRED OR MINIMUM QUALIFICATIONS</b>		
Education (Specify degree and fields)		
Teaching Experience (Specify amount and type)		
Research Experience (specify amount and area)		
Communication and organizational skills		
Licenses, certifications		
Clinical Experience (if applicable)		
Technical Knowledge		
<b>PREFERRED OR DESIRABLE QUALIFICATIONS</b>		
Education (Specify degrees and field)		
Experience (Specify amount and type)		
Progressive level of decision making and responsibilities		

**APPLICANT DISPOSITION** (Based on evaluation of materials submitted)

- Applicant fails to meet minimum qualifications and will not be evaluated further
- Applicant meets minimum qualifications
- Materials submitted are inadequate to determine if applicant meets qualifications. Additional information needed for further evaluation.
- Very strong - advance applicant to next level of screening
- Average - hold applicant in reserve
- Weak - applicant is not suitable for the position for the following reasons:

\_\_\_\_\_

\_\_\_\_\_