

Applicant Evaluation Rubric (Post-Screening Review)

Applicant Evaluation Rubric

Evaluation Criteria	1	2	3	Comments
Relevant Education and Certifications	Does not meet preferred education/certifications	Partially meets preferred	Fully meets or exceeds preferred qualifications	
Directly Related Professional Experience	Limited or unrelated experience	Somewhat related experience	Strong, highly relevant experience	
Technical/Subject Matter Expertise	Minimal technical expertise	Moderate technical expertise	Advanced technical expertise directly applicable to role	
Writing and Communication Skills (as shown in materials)	Poorly written application	Acceptable writing	Strong, clear, professional communication	
Subject Matter Depth and Knowledge	Basic understanding of subject matter	Adequate working knowledge; requires moderate supervision	Expert-level knowledge; capable of independent application and leadership in the area	

Instructions:

- Review each qualified applicant based on the evaluation criteria.
- Assign a score (1, 2, or 3) for each criterion.
- Use the "Comments" section to note any key observations, strengths, or concerns.
- Total scores and overall comments can be used to support selection decisions for interview invitations.