

Texas A&M University – Commerce  
Screening Form

Name:

Position:

**Has applicant submitted all requested material by due date?**  Yes  No

Cover letter addressing qualifications

Vita/resume

Three letters of reference (faculty only)

Transcript (if applicable)

**Does applicant meet the published minimum qualifications?**

Hold the degree published?

Yes  No

Have minimum required experience?

Yes  No

Meet all published minimum requirements?

Yes  No

18 hours discipline verification (faculty only)

Yes  No

**If the answer is no to any of the above questions, the person is not qualified and should be eliminated at this time.**

**This applicant is Qualified:**

Yes  No

**(Enter your screening criteria)**

Strong 3	Acceptable 2	Weak 1
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