



Application Quality Screening

Applicant Name:

Telephone:

Email:

Reviewer(s) Name:

Date of Review:

Recommend for First Interview

- ☐ Yes
☐ No

Educational Background

- ☐ Very Strong: Ph.D. or Ed.D. in Educational Leadership or closely related field.
- ☐ Strong: Master's in Educational Leadership or closely related field with licensure coursework completed.
- ☐ Adequate:
- Bachelor's degree but master's degree and licensure coursework to be completed before the position start date; or
 - Master's degree in closely related field with licensure coursework to be completed before the position start date.
- ☐ Weak:
- Bachelor's degree but master's degree and licensure coursework to be completed after the position start date, or
 - Master's degree in closely related field with licensure coursework to be completed after the position start date.

Notes:

Candidate Meets the Following Preferred Qualifications

- ☐ [qualification]
☐ [qualification]
☐ [qualification]

Notes:

Leadership Experience

- ☐ Very Strong: 5+ years of successful school leadership experience as [insert position(s)]
- ☐ Strong: Less than 5 years of successful school leadership experience as [insert position(s)]
- ☐ Adequate: Limited school leadership experience
- ☐ Weak: No experience as a school leader

Notes:

Application Letter

- ☐ Very Strong: Letter is well written with no errors, describes interest in the position and how qualifications meet the priorities for the search, and provides well developed responses to the application questions.
- ☐ Strong: Letter is well written, but it is not clear how qualifications meet the priorities for the search. Responses to application questions are satisfactory .
- ☐ Adequate: Letter is not well written. Candidate provides a vague description of how their qualifications meet the priorities for the search. Responses to application questions are vague.
- ☐ Weak: Letter is not well written. Letter does not describe interest in the position or address search priorities. Applicant does not respond to application questions or responses are very poor.

Notes:

Letters of Recommendation

- ☐ Very Strong: Sources are clearly qualified to speak to the candidate's abilities. Letters provide strong support for the candidate and offer detailed examples of leadership knowledge and skills as they relate to the search priorities.
- ☐ Strong: Letters provide support for the candidate and offer examples of leadership knowledge and skills as they relate to the search priorities.
- ☐ Adequate: Letters provide support for the candidate and offer examples of leadership knowledge and skills, but do not address the priorities of the search.
- ☐ Weak: Letters provide unconvincing support for the candidate, offer few examples of leadership knowledge and skills, and do not address the priorities of the search.

Notes:

Applicant's submitted materials demonstrate experience or knowledge in the following established priorities:

☐ Priority #1 – [insert priority description]

Notes:

☐ Priority #2 – [insert priority description]

Notes:

☐ Priority #3– [insert priority description]

Notes:

Applicant ranked themselves as follows on the Domain self-assessment:

1. This is my strongest domain.
2. This is the second strongest domain.
3. This is third strongest domain.

☐ Culture Domain

☐ Systems Domain

☐ Learning Domain

For each domain, the applicant identified the following dimensions (up to 3) as areas of strength:

1. This is my strongest dimension in this domain.
2. This is the second strongest dimension area in this domain.
3. This is third strongest dimension area in this domain.

Culture

- ☐ Relationships
- ☐ Student Centeredness
- ☐ Wellness
- ☐ Equity
- ☐ Traditions/Celebration
- ☐ Ethics
- ☐ Global Mindedness

Systems

- ☐ Vision/Mission
- ☐ Communication
- ☐ Collaborative Leadership
- ☐ Data Literacy.
- ☐ Strategic Management
- ☐ Safety
- ☐ Operations

Learning

- ☐ Reflection/Growth
- ☐ Result-Orientation
- ☐ Curriculum
- ☐ Instruction
- ☐ Assessment
- ☐ Innovation
- ☐ Human Capital Management

Applicant's Strengths:

Applicant's Areas for Growth:

Other Information the Search Committee Should Know: