

Search Committee Notes

Thank you for serving on a search committee! Please use the space below to take notes as you review applicants in [NEOED](#). Remember, notes must be appropriate and are useful for jotting down relevant (job-related) things to help you remember applicants and why you scored them the way you did. Here are a few tips as you're screening applicants: look for transferable skills, consider attributes such as a positive attitude,

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passion, value-added skills/experience. See the committee screening guidelines for additional info and tips. Return notes to hr@lowercolumbia.edu after the recruitment!

Star Rating System

Use the following criteria to score applicants on a star scale.

To score below, you can delete any extra stars in the rating column (if not rating with 5 stars).

Be sure to enter your star rating in the OHC for each applicant prior to the review meeting.



Unqualified: Does not meet one or more of the published minimum qualifications for the position.

- Missing essential skills or min qualifications
- Lacks relevant experience or certifications
- Does not demonstrate an understanding of basic requirements
- Application may be incomplete



Minimally Qualified: Meets the minimum/required qualifications for the position but does not demonstrate notable strength in key areas.

- Meets all min qualifications and basic job requirements
- Some relevant experience, but lacks depth or expertise in critical areas
- Needs further development to become more effective in the role
- May not have been much effort in application materials



Well-Qualified: Meets all minimum qualifications and exceeds some, demonstrating competence in essential areas.

- Strong foundational knowledge and relevant experience
- Proficient in most areas required by the position
- Shows potential for growth and ability to contribute effectively
- Exceeds a few qualifications or responsibilities
- Application materials are done well



Very Well-Qualified: Meets or exceeds all minimum qualifications and some preferred qualifications. Demonstrates depth of expertise and experience.

- Exceptional in key qualifications, with relevant experience in all major aspects of the role
- Exceeds many required and preferred qualifications
- Shows leadership potential and ability to take on greater responsibilities
- A strong fit for the role with high potential for success
- Application materials are strong and stand out



Highly Qualified: Meets all minimum qualifications and many preferred qualifications; an outstanding applicant.

- Demonstrates expertise in key areas and exceeds expectations across the board
- Possesses extensive relevant experience and advanced skills
- Showcases exceptional leadership, innovation, and problem-solving abilities
- A top-tier applicant who would excel immediately in the position and potentially contribute in a strategic way
- Application materials are strong and stand out

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| LAST NAME, FIRST NAME | STAR RATING ★★★★★ | NOTES |
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