PRESCREEN FORM
(Based on Vacancy Announcement)

POSITION: ____________________________  Applicant Number:

☐ Bachelor’s degree (if required)  Field: ____________________________

☐ Master’s degree (if preferred)  Field: ____________________________

____ # Years in progressively responsible management positions (# Required: ____).

____ # Years in field and related areas  (# Preferred: ____).

☐ Understanding of the role and responsibilities of field

☐ Leadership skills

☐ Knowledge of software applications and statistical methods of data analysis

☐ Knowledge of federal and state laws, procedures, and agencies

☐ Oral and written communication skills

☐ Program and people management skills

☐ Ability to multi-task and work cooperatively with others

Comments: __________________________________________________________

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_____________________________________________________________________

_____________________________________________________________________

Minimally Qualified:  ☐ Yes  ☐ No  ☐ Uncertain

_____________  _______________
Initials  Date