



(SAMPLE) SCORING MATRIX FOR SCREENING APPLICATIONS

JOB TITLE: (Type Job Title Here)

SCREENER NAME: (Type Your Name Here)

CANDIDATE NAME: (Type or Print Candidate Name Here)

**Scoring: 5 = Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor;
0 = Does not have Criteria or Cannot be Assessed**

Criteria is established from the job description (duties, required and preferred education and experience). Do not infer knowledge, skills, and abilities. Assess candidate based on submitted application materials.

CRITERIA	SCORE
1. Enter criteria here. (Example: Master's degree in Psychology preferred. Award 5 points if meet this.) Comments:	
2. Enter criteria here. (Example: Similar or same work experience.) Comments:	
3. Enter criteria here. (Example: Computer skills/experience with Microsoft Office.) Comments:	
4. Enter criteria here. (Example: Evidence of working with diverse populations.) Comments:	
5. Enter criteria here. (Example: Application materials; free of typos/grammatical errors, well organized.) Comments:	
Total Score:	