

PAPER SCREENING RUBRIC

1. Review each resume and documents several times at least 2 different sittings.
2. Each reviewer conducts an individual review- do not discuss the ratings with others at this stage.
3. All information is confidential
4. Maximum number of points is 50.

NAME OF CANDIDATE: _____

1. Experience

- | | |
|---|--|
| 0 | No admin or no experience in Catholic schools |
| 1 | |
| 2 | 5 years in admin; or 5 years in Catholic schools |
| 3 | |
| 4 | |
| 5 | 10 + years in admin; 5 + of it in Catholic schools |

2. Degrees

- | | |
|---|---------------------------------------|
| 0 | No Masters |
| 1 | |
| 2 | Masters- but not in education related |
| 3 | |
| 4 | Masters in Education |
| 5 | Ph.D or Ed.D |

3. Knowledge of Catholic Philosophy and Catholic Vision

- | | |
|---|-----------------|
| 0 | No Evidence |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | Strong Evidence |

4. Knowledge of Curricular Issues

- | | |
|---|-----------------|
| 0 | No Evidence |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | Strong Evidence |

5. Evidence of Leadership Skills and Abilities

- | | |
|---|-----------------|
| 0 | No Evidence |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | Strong Evidence |

6. Ability to Manage (budgets, staff, etc.)

- 0 No Evidence
- 1
- 2
- 3
- 4
- 5 Strong Evidence

7. Ability to Communicate

- 0 No Evidence
- 1
- 2
- 3
- 4
- 5 Strong Evidence

8. Evidence of Visionary, Creativity, "Go Getter"

- 0 Not evident in the paperwork
- 1
- 2
- 3
- 4
- 5 Strong evidence in the materials provided

9. References

- 0 Letters from questionable sources or hesitant
- 1
- 2
- 3
- 4
- 5 Strong letters from credible sources

10. Suitability

- 0 Papers submitted seems to suggest candidate is unsuited
- 1
- 2
- 3
- 4
- 5 All papers suggest outstanding

Total Score _____ **Candidate's Name** _____