

Sample Application Document Screening Tool

Short-List Selection Matrix

Date	
Job Title	

#	Selection Criteria
1	Bachelor's Degree in Education, Information Studies or a related field or acceptable equivalent combination of education and experience
2	Excellent problem solving, analytical and administrative skills including the ability to probe for additional information to identify problems and establish needs
3	Experience with delivering support for the use of technology in an educational setting or equivalent experience
4	Excellent problem solving, analytical and administrative skills including the ability to probe for additional information to identify problems and establish needs
5	Ability to work well as a member of a collaborative project team, and ability to communicate effectively with instructors, students and staff from a range of academic and administrative levels

	Selection Criteria					
Applicant	1	2	3	4	5	Comments
Firstname Lastname	x	x	x	x	x	
Firstname Lastname		x	x	x		