

## Student Employment Application Scoring Worksheet

\_\_\_\_\_  
Vacant Position Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Supervisor Name

\_\_\_\_\_  
Hiring Supervisor Email

\_\_\_\_\_  
Name of person scoring applications (if different)

**Instructions:** Enter the name of each applicant and indicate whether they meet the minimum qualifications and availability requirements for the position. Rate the quality of the applicant's skills, experience, and application materials. Assign an overall score and indicate if the applicant was selected for an interview or rejected from the pool.

APPLICANT NAME:	MEETS MINIMUM QUALIFICATIONS: (GPA, enrollment requirement, academic year)	AVAILABILITY:	SKILLS AND EXPERIENCE: (relevance of applicant's related experience & skills)	QUALITY OF APPLICATION MATERIALS: (followed instructions, complete application, etc.)	SCORE: (add skill & application rankings for overall score)	STATUS OF APPLICATION:

Keep this completed form for departmental records and to submit for EEO/AA reporting, if requested; attach additional page(s) if necessary.