

OB NUMBER \_\_\_\_\_

Applied	Pre-screen	Last Name	First Name	City	Check all that apply														Comments		
					Selected for Interview	Qualified candidate	Strong skills in majority of job requirements	Does not meet minimum job requirements	Experience not relevant	Lacks depth of experience	Skills exceed job requirements	Incompatible Salary Requirements	Lacks Supervisory Experience	Lacks education requirements	Overall good candidate but did not rank in top selection	Local pool sufficient	Errors on resume	Frequent job changes			
X		Baker	Susie	Thornton	X	X	X														Strong skills in international travel and conference planning.
X		Boxer	Debbie	Longmont						X					X						No experience in Access or in travel planning.
	X	Boynton	Susan	Longmont					X		X	X									Seeking management position.
X		Carlson	Laura	Boulder		X	X										X				Meets requirements but lacks experience in team setting.
X		Carver	Lynnette	Boulder														X			Awkward language in cover letter. Two misspellings noted.
	X	Charlesworth	Barbara	Thornton	X	X	X														Outstanding support of executive level staff. Responsibilities indicate higher level of complexity with each new position.
X		Dennis	Celia	Boulder				X	X												Has admin experience (1992) but has worked at restaurants and computer store since.
	X	Earl	Jean	Longmont		X									X		X				Has most of required skills but has not supervised. Rapid career advancement but has held 5 jobs in 4 years. Asking for \$60K for admin job.
X		Foster	Lorie	Superior							X	X								X	Internal candidate who has worked supporting senior level staff for 3 years. Strong written skill and extensive experience in travel.
X		Galloway	Janet	Boulder	X	X	X														Out-of-state candidate. Has worked in legal field as paralegal. Unsure if skills would work in this setting.
X		Henry	Diane	Albuquerque						X										X	Worked at CU for 15 years. Resume does not show evidence of advancement or that she has acquired new skills.
X		Jordan	Linda	Northglenn											X		X				Skill in complex travel arrangements. Last two positions have involved advanced support of executive-level staff.
	X	Kelly	Robert	Boulder	X	X	X														Worked in recreation center environment. Seeking \$20/hour.
X		McDonald	Karen	Denver					X			X									Has only 2-1/2 years' experience. Position requires 4 years.
X		Mitchell	Mary	Broomfield						X											Has extensive experience as project manager. Admin experience 8 years ago. Does not list software skills on resume.
X		Pepper	Beverly	Boulder							X						X				Very well-written cover letter explains why her experience is a good match. Meets all job-related criteria.
X		Saluda	Bonita	Boulder	X	X	X														Out-of-state candidate.
X		Samson	Susie	Laramie		X												X			No evidence of word processing. Has not supervised.
	X	Stinson	Kathryn	Boulder				X							X						Internal candidate working in our division. Has domestic travel, not international.
	X	Thompson	Roberta	Longmont	X	X	X														Very detailed resume. Articulate cover letter. All skills seem to be an ideal match for position. Strong candidate.
X		Walker	Nadine	Longmont	X	X	X														Not enough info on resume to evaluate.
X		Wolfe	Helen	Northglenn	X			X													2 years' admin experience in general office setting.
X		Zwilling	Jennifer	Broomfield		X				X							X				