Applicant/Candidate Strengths and Weakness Document
Demonstrated Knowledge, Skills, Abilities and Experience

Position Title:

Department:

Search Committee Members:

List each required and preferred qualification above a table.

Accurately assess each applicant for each qualification, adding additional tables for each qualification as necessary. Listed strengths and weakness for each qualification must be taken from submitted application materials, interviews, and references. Finally, add a paragraph using the strength/weaknesses chart to compare the applicants or candidates to justify why the selected candidate is recommend for hire.

Upload into the Posting documents when moving applicants to "Request for Interview" or into the Hiring Proposal documents section when using for candidate justification after interviews.

Required Qualification 1

Name	Strengths	Weaknesses

Required Qualification 2

Name	Strengths	Weaknesses

Required Qualification 3 (continue creating tables for all required qualifications)

Name	Strengths	Weaknesses

Preferred Qualification 1

Name	Strengths	Weaknesses

Preferred Qualification 2

Name	Strengths	Weaknesses

Preferred Qualification 3 (continue creating tables for all preferred qualifications)

Name	Strengths	Weaknesses

Justification for selected hire based on qualifications:

Additional Comments: