GLENCOE-SILVER LAKE SCHOOL DISTRICT #2859 Principal/Certified Staff Applicant Screening/Tracking Form

Applicant Name	Date of Application	
Position Applying For	Licensure Area(s)	
Screening Administrator:		Date
Certificate Yes □ No □ Experience Yes □ No □		
1. Application File Complete:	Yes No	2. Reference Check #1:
Application	College Transcripts	Yes No
Letter of Interest	Copy of MN Teaching License	
Current Resume	Credential File and/or Letters of Recommendation	3. Advance to Site Interview: Yes No
		4. Reference Check #2:
		Yes No
Total Points Pre – Screen		5. Employment Offer:
		Yes No
Administrator:		
Application Essay Question	s: (0-30 points)	
1 2 3 4		receives 5 receives 5 receives 10 receives 10
Grade Point Average – GRA	ADUATE transcript only (0-15 poin	ats)
3.75 + above 3.00 - 3.74 2.50 - 2.99		receives 15 receives 10 receives 5
leadership skills referenced, a Excellent	ents: specific examples, immediate and evidence of team orientation.)	receives 10 receives 5
Average (2 or more Non-evident	of the above)	receives 5 receives 0

Principal/Certified Staff Applicant Screening/Tracking Form, continued

 Richness of background/work experience/training (0-35 points)	
2-3+ years experience in the area for which they are applying 1-2 years experience Evidence in utilizing technology in the instructional process Experience in working with diverse populations Involvement in college/district committees Leadership in college/district committees	receives 15 receives 10 add 5 add 5 add 5 add 5 add 5
 Quality of Application (0-10 points)	
High quality appearance (free of grammatical or spelling mistakes, attractively presented, well-written, specific reference to seeking to benefit Glencoe-Silver Lake School District is given)	receives 5
Some, but not all of the above qualities present	receives 5
 Veteran's Preference (5 points)	receives 5