CANDIDATE # REVIEWER NAME  
 DATE

**HAMILTON COMMUNITY SCHOOLS ELEMENTARY PRINCIPAL  
PAPER SCREENING**

**BACKGROUND: The initial step in the process of hiring a new administrator is paper screening. To assist you in being as objective as possible while you work on the task, the names of candidates and the districts in which they have worked have been removed from letters, resumes, and writing samples. College and university names appear because the strength of academic preparation is often reflected in the choice of institutions. Each packet has been assigned a number. Please read and respond to the following items:**

1. Does the candidate have prior experience as an administrator? Yes No
2. Has the candidate previously been an elementary teacher? Yes No
3. Does the candidate appear to have good communication skills? Yes No
4. Does the candidate have varied interests? Yes No

**RESUME AND LETTERS: Read the resume and other information carefully. Rate them using a 1-5 point scale (1=lowest rating, 5=highest rating).**

1. The candidate shows attention to detail. 1 2 3 4 5
2. The candidate shows enthusiasm for the position. 1 2 3 4 5
3. The candidate appears to be a professional educator. 1 2 3 4 5
4. The candidate appears to have quality experience. 1 2 3 4 5

**The candidate highlights professional strengths that match those required to be a successful elementary principal in the following areas:**

1. working with parents 1 2 3 4 5
2. curriculum knowledge (instructional leader) 1 2 3 4 5
3. long range planning (goal setting) 1 2 3 4 5
4. budgeting 1 2 3 4 5
5. child centered 1 2 3 4 5
6. teacher advocate 1 2 3 4 5

ADDITIONAL COMMENTS: