# © NAPCIS National Association of Private Catholic and Independent Schools www.napcis.org

### PAPER SCREENING RUBRIC

- 1. Review each resume and documents several times at least 2 different sittings.
- 2. Each reviewer conducts an individual review- do not discuss the ratings with others at this stage.
- 3. All information is confidential
- 4. Maximum number of points is 50.

### NAME OF CANDIDATE:\_

1.	Experience	
	0	No admin or no experience in Catholic schools
	1	-
	2	5 years in admin; or 5 years in Catholic schools
	3	
	4	
	5	10 + years in admin; 5 + of it in Catholic schools
		•

#### 2. Degrees

0	No Masters
1	
2	Masters- but not in education related
3	
4	Masters in Education
5	Ph.D or Ed.D

### 3. Knowledge of Catholic Philosophy and Catholic Vision

0 No Evidence
1
2
3
4
5 Strong Evidence

### 4. Knowledge of Curricular Issues

0 No Evidence
1
2
3
4
5 Strong Evidence

#### 5. Evidence of Leadership Skills and Abilities

- 0 No Evidence 1 2 3 4
- 5 Strong Evidence

- 6. Ability to Manage (budgets, staff, etc.)
  - 0 No Evidence
  - 1
  - 2
  - 3 4
  - 5 Strong Evidence
- 7. Ability to Communicate
  - 0 No Evidence
    1
    2
    3
    4
    5 Strong Evidence
- 8. Evidence of Visionary, Creativity, "Go Getter"
  - 0 Not evident in the paperwork
    1
    2
    3
    4
    5 Strong evidence in the materials provided

# 9. References

0	Letters from questionable sources or hesitant
1	
2	
3	
4	
5	Strong letters from credible sources

# 10. Suitability

0	Papers submitted seems to suggest candidate is unsuited
1	
2	
3	
4	
5	All papers suggest outstanding

Total Score \_\_\_\_\_ Candidate's Name\_\_\_\_\_