

**CENTRAL TEXAS COLLEGE
EVALUATION SHEET EXEMPT†**

NAME/SSN: _____ **POSTION:**

A1. EDUCATION (Circle One)

*Copies of transcripts required

Associate's Degree	1
Bachelor's Degree	2
Bachelor's Degree+	3
Masters Degree	4
Masters Degree+	5

A2. Related Education

Low	1
Fair	2
Moderate	3
High	4

A. Total Education Score: (Add A1 and A2.) _____

B1. Primary Experience

(Fill-In Years & Choose One)

Years	1
Years	2
Years	3
Years	4
Years	5
Years	6

B2. Supervisory or Specialized Experience

(Fill-In Years & Choose One)

Years	1
Years	2
Years	3
Years	4
Years	5
Years	6

B3. Job Related Experience Evaluation (Choose One)

Low (Mostly unrelated jobs)	1
Fair (Job(s) partially related)	2
Moderate (Jobs mostly related)	3
High (All jobs directly related)	4

B. Total Experience Score:

(Add B1, B2. and B3.): _____

C1. Computer and Related Abilities/Skill Sets

(Add/Delete As Needed and Choose Each One Listed in the Application Packet)

Oral and Written Communications	1
Statistical Data and Reports	1
Institutional/Organizational Practices	1
Microsoft Office Suite	1
Email/Internet	1
Higher Ed Administration	2
Public Relations	2
Business Management	2
Committee/Team Leadership	2
Budget Management	2

C. Total Abilities/Skills Score: _____

Total Score:

(Add A + B + C) _____

REFERENCES Checked? Yes / No (Please Circle) Initials _____ Date: _____

Rater: _____ Title: _____

†May be modified by the hiring manager to meet position requirements.