**Business Administration (Entrepreneurship)**

**Candidate Evaluation Form – Application**

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| --- | --- | --- | --- |
| Name |  | Date |  |

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| Rate each item on a scale of 0-3, with 0 - (not evident); 1 - (deficient); 2 - (adequate); 3 (exemplary) | | |
|  | Criteria | Rating |
| Application Complete   * Cover letter * Resume * Transcripts | \_\_\_Met \_\_\_Unmet \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet | NA |
| Education and Experience (Required)   * MBA or MA/MS in management, business development, entrepreneurship, or related field | \_\_\_Met \_\_\_Unmet | NA |
| 1. Statement: Ethnic and Cultural Competency | Three examples with diverse populations (gender, race, LGBTQ, age, etc.) |  |
| 1. Statement: Teaching Philosophy | Classroom management, assessment, instructional technology, curriculum/course development in distance format, and development ideation and entrepreneurship |  |
| 1. Cover Letter | Communication skills: Writing in a professional manner with minimal errors (no more than 3) and targeted at this specific position. |  |
| 1. CV/Resume | Quality, professional, level of detail, specific accomplishments related to this position |  |
| Education and Experience (Preferred)   * Work: Relevant work experience in the field * Teaching: Has taught 2 years post-secondary * Teaching: Has taught at a community college * Teaching: Has taught more than one unique prep * Teaching: 4 semesters of Business Development, Small Business, Small Business Management, Entrepreneurship, Management, Marketing | \_\_\_Met \_\_\_Unmet \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet | NA |
| 1. Professional development beyond degree | Contributing member to professional organizations, field related community service, or course work |  |
| Summary notes |  | Overall rating |