

## Program Director Applicant Screening Grid

**Applicant Name:** \_\_\_\_\_

**Search Committee Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

	<b>1</b> Unsatisfactory	<b>2</b> Partially Meets Expectations	<b>3</b> Meets Expectations	<b>4</b> Exceeds Standard Expectations	<b>5</b> Exceptional	<b>SCORE</b>
<b>ACGME Qualifications</b>	GME experience with non-ACGME accredited training program(s)		Meets ACGME specialty required minimum yrs of educational and/or administrative experience in an ACGME-accredited residency or fellowship program.		>5 yrs educational and/or administrative experience in an ACGME-accredited residency or fellowship program.	
<b>Leadership and Administrative Experience</b>	<ul style="list-style-type: none"> <li>Minimal leadership experience; no formal leadership roles</li> </ul>		<ul style="list-style-type: none"> <li>1-3 yrs Core Faculty</li> <li>Some experience in leadership and conflict management</li> </ul>		<ul style="list-style-type: none"> <li>&gt;3 yrs PD/APD/Core Faculty</li> <li>Demonstrates effective team leadership</li> <li>Strong experience with managing difficult situations</li> </ul>	
<b>Educational Excellence and Mentorship</b>	<ul style="list-style-type: none"> <li>Limited involvement in UME or GME educational activities</li> <li>Minimal scholarly activity</li> </ul>		<ul style="list-style-type: none"> <li>Moderate involvement in UME or GME educational activities</li> <li>Some scholarly activity (e.g., presentations at regional or national mtgs)</li> </ul>		<ul style="list-style-type: none"> <li>Extensive involvement in GME educational activities (e.g., Developed curricula, Mentored residents)</li> <li>Strong track record of scholarly activity, including peer review publications</li> </ul>	
<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Limited experience in providing feedback or managing difficult conversations</li> <li>Limited experience working collaboratively</li> </ul>		<ul style="list-style-type: none"> <li>Moderate experience providing feedback, including occasional difficult conversations</li> <li>Some experience working collaboratively</li> </ul>		<ul style="list-style-type: none"> <li>Strong track record of providing feedback and navigating difficult conversations</li> <li>Strong track record of working collaboratively</li> </ul>	
<b>Organizational Abilities</b>	<ul style="list-style-type: none"> <li>Limited experience managing multiple responsibilities and competing priorities</li> <li>Average organizational skills</li> </ul>		<ul style="list-style-type: none"> <li>Effectively manages multiple responsibilities</li> <li>Demonstrates reliable follow-through and appropriate prioritization</li> </ul>		<ul style="list-style-type: none"> <li>Demonstrates excellent organization across complex responsibilities</li> <li>Extensive experience with project management</li> </ul>	
<b>TOTAL SCORE</b>						
<b>COMMENTS</b>						