Applicant Name: _________________________________________________________________________________

USAC Reviewer Name: __________________________________________________________________________

Review Date: _________________________________________________________________________________

Section 1: Application Checklist

Task Force Chair completes the “Application Checklist”, verifying eligibility requirements with HR.

☐ Applicant currently holds a regular appointment at Ohio State of 75% FTE or more
☐ Applicant will have been employed at Ohio State for at least two continuous years as of July 1, 2019
☐ Signed Participation Agreement (by applicant and supervisor)
☐ Essay
☐ Letter of Recommendation
☐ Resume or employment experience received

Section 2: Essay

Application review team: Check the appropriate score for each question based upon rubric criteria. In the “Comments” section, reviewers should document specific examples that reflect the candidate’s grasp of the question.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (10-9 points)</th>
<th>Good (8-7 points)</th>
<th>Average (6-4 points)</th>
<th>Below Average (3-1 points)</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q: Why are you interested in serving on USAC?</td>
<td>• Thorough, detailed response presenting a compelling reason why they would like to serve. This response stands out among others.</td>
<td>• Response is well articulated, meets expectations</td>
<td>• The response lacks details on why they want to serve</td>
<td>• The response is incomplete or missing details</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

| Q: How do you see your involvement positively contributing to the staff experience? | • Thorough, detailed response presenting compelling examples of how the applicant’s involvement would contribute to the staff experience. This response stands out among others. | • Response is well articulated, meets expectations | • The response lacks details on how they would positively contribute to the staff experience | • The response is incomplete or missing |

Comments:
| Q: What current issue or issues could USAC work on to aid staff, and what types of advocacy efforts should USAC undertake to address the issues? Give specific examples where possible. | • Thorough, detailed response presenting compelling examples of current issue(s) and identifying efforts in which USAC can address the issue(s). This response stands out among others. | • Response is well articulated, meets expectations | • The response lacks examples of issues that USAC could work on | • The response is incomplete or missing |
| Comments: |

**Total points awarded for application essay:** _______
*(max: 30 points)*

**Please choose one:**

- [ ] Proceed to interview
- [ ] Do not proceed to interview (please provide specific comments/suggestions should the candidate contact USAC for feedback)

**Reviewer Feedback for the Candidate:**