

Candidate Resume Review – Program Coordinator

Candidate:

Resume Reviewer:

Date:

Please rate candidate on scale of 1-3 based on whether they hit our bar in each specific must-have:

3= Ideal 2 = Minimum 1 = No evidence of experience

NOTE: This resume review is used to identify 3-5 candidates that will be a great addition to the WITS team. This rubric will decide who moves forward to an in-person interview after reviewing the scores and your comments.

One-Sentence Profile: An organized and motivated individual with a desire to serve and support Chicago Public School students.		
Must-haves <i>Ideals and minimums</i>	1-3	Comments/Examples/Evidence <i>Please note examples of what you identified for this must-have in their resume and cover letter</i>
Must-have #1: Experience working with students <ul style="list-style-type: none"> • Ideal: One or more years of working with elementary or middle school age students in large or small groups (for example – schools, childcare centers, community organizations). Ideally this is previous employment experience. • Minimum experience working with students of any age in either a structured volunteer or work setting (for example – one-on-one tutoring, babysitting/nannying) 		
Must-have #2: Administrative Work (Microsoft Office, Google Suite) <ul style="list-style-type: none"> • Ideal: Evidence of any work experience with administrative responsibilities in a job setting. • Minimum expectation is any experience with administrative responsibilities either in a volunteer or school capacity. 		
Must-have #3: Facilitation <ul style="list-style-type: none"> • Ideal: Evidence of work experience that would require facilitation or management of large groups of people. • Minimum expectation is any experience facilitating or managing large groups of people in either in a volunteer or school capacity. 		
Must-have #4: Project Management/Leadership <ul style="list-style-type: none"> • Ideal: Evidence of sustained, ongoing work on project or program • Minimum expectation is to have project leadership experience in any capacity 		

Is this candidate bilingual in Spanish? Yes = 3 No = 1		
Other comments:		
Overall recommendation:		