wits
working in the schools

Building Communities. Empowering Readers.

Candidate Resume Review – Program Coordinator

Candidate: Resume Reviewer: Date:

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

3 = Ideal   2 = Minimum   1 = Unmet

NOTE: This resume review is used to identify 3 to 5 candidates that could be a great addition to the WITS team. The scores and comments on these rubrics will help us determine who moves forward to the in-person interview phase.

One-Sentence Profile: *An organized and motivated individual with a desire to serve and support CPS students.*		
Must-Haves *Ideals and Minimums*	**1 to 3**	**Comments/Examples/Evidence** *Please note examples of what you identified for this "must-have" in their resume and cover letter.*
Must-have #1: Experience working with students • Ideal: One or more years of working with elementary or middle school age students in large or small groups *(schools, childcare centers, community organizations, etc)*. Ideally, this is previous paid employment experience. • Minimum: Any 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 • Ideal: Evidence of any work experience with administrative responsibilities *(via Microsoft Office Suite, Google Suite, Salesforce, etc)* in a job setting. • Minimum: Evidence of any experience with administrative responsibilities either in a volunteer or school setting.		
Must-have #3: Facilitation • Ideal: Evidence of work experience that would require facilitation or management of large groups of people. • Minimum: Evidence of any experience facilitating or managing large groups of people in either in a volunteer or school setting.		

Must-have #4: Project Management/Leadership
    • Ideal: Evidence of sustained work on a project or program.
 	
    • Minimum: Evidence of any project leadership experience in any setting.		

Is this candidate bilingual in Spanish? Yes = 3 No = 1		
Other comments and/or questions:		

Overall Staff Recommendation: