



## **Selection Committee**

The Selection Committee should be made up of non-partial individuals from the local community and from the University—ideally an even distribution.

The program director should be a non-voting participant and chair the meeting.

The *Girls in Science* Selection Committee met to review each application.

- Prior to meeting as a group, members were each given between 10 and 14 applications and asked to review each one carefully and to rank them.
- There are many ways to select participants: once parameters are set on the selection criteria, those applications that do not meet basic minimal requirements can be eliminated.
- There will usually be several applications that stand out and rise to the top.

**To:** Selection Committee: (list names here)  
**From:** (Name of Program Director)  
**Re:** Selection process for (Program Name)  
**Date:** (? / ?? / ??)

**Content should include:** Thanks for participation, number of applications received, number of applicants that can be accepted, selection criteria, instructions for committee members, meeting date and time, and emphasis on the importance of confidentiality.

***Example of content:***

*Thank you for your willingness to serve on the selection committee for the “Girls in Science” program. We received a number of applications; however, we can only select 26 for the program. The criteria for selection are:*

- Academic achievement-especially in science and math. (Based on Science and Math grades, and TERRA NOVA, CATS or other state standardized tests.)*
- Participation in extra-curricular/community volunteer activities. (Number of activities and degree of involvement.)*
- Ability to articulate a career goal. (Are science or math involved in any part of their long-term career plans?)*
- Ability to discuss how they might benefit from the program. (Can they articulate how the program will help them in their careers?)*
- The strength of their personal references. (Are they rated as exceptional, above average, average, or below average?)*

*Everyone will receive eight or nine applications to be reviewed at your leisure. Please rate the applications using the attached score sheet.*

*We will meet at the University of Kentucky, Faculty Club from 10 a.m. until 3 p.m. (EDT) to discuss the applicants and choose 60 for the program. Lunch will be provided.*

*Please adhere to confidentiality standards with the information contained in the applications.*

# Selection Criteria Review Sheet

Review Sheet for “Program’s Name” Applications

Based on “program name” criteria and your own opinion, please rate each applicant.

Students Name: \_\_\_\_\_

County: \_\_\_\_\_

School: \_\_\_\_\_

## 1. Academic Achievement (20 points):

GPA

State Test Results

Report cards and overall academic picture

\*Give each applicant a score total ranging from 0-20. Score: \_\_\_\_\_

## 2. Extra Curricular/Volunteer Activities (20 points):

\*Degree of involvement and ability to balance different activities.

Score: \_\_\_\_\_

## 3. Career Goals (20 points):

\*Ability to articulate a career goal, and understand the importance of science/math as core knowledge for a variety of careers.

Score: \_\_\_\_\_

## 4. Benefit from Program (20 points):

Comments

Score: \_\_\_\_\_

## 5a. Reference 1 (10 points):

Comments

Score: \_\_\_\_\_

## 5b. Reference 2 (10 points):

Comments

Score: \_\_\_\_\_

[Select application document file for an example of the application](#)