**GLLP *Country name***

**Instructor selection checklist**

***Selection committee’s member name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Applicant’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Applicant’s affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- |
| **Scoring according to the CV, quiz, and interview with the applicant:** | | Score Criteria | Score | Comment |
|  | **CV Education score (14 points)** | | | |
| 4-year degree or equivalent certificate in relevant laboratory science field (ex. Biology, microbiology, clinical laboratory scientist)-6 points | | 6 points- Relevant degree  3 points- Any degree |  |  |
| Specialization in health care sector within “clinical laboratory diagnostics” (ex. microbiology, hematology, biochemistry, blood banking) or in the relevant specialty (biology, chemistry)-2 points | | 2 points- Certificate  0 points- No certificate |  |  |
| Higher education in the field of healthcare (ex. Veterinarian, medical doctor, PhD), and/or “health care management” (“public health”)-2 points | | 2 points- Higher degree  0 points- No higher degree |  |  |
| Didactic experience in a university or a laboratory or teaching certification (teaching certification)-4 points | | 2 points- Didactic experience  2 points- Teaching licensure or coursework |  |  |
| **CV Work Experience score (21 points)** | |  |  |  |
| Work experience in the laboratory: at least **10** years-10 points | | 1 point- Per year of experience (if >10 years of experience score=10 points) |  |  |
| At least 3 years of experience in a managerial capacity involving staff supervision (laboratory program managers, supervisory laboratory scientists, laboratory directors)-6 points | | 2 points- Per year of experience (if >3 years of experience score=6 points) |  |  |
| Computer proficiency, including Microsoft office (Word, Powerpoint, virtual platforms, etc.)-5 points | | 2 points- Word proficiency, 2 points Powerpoint proficiency  1 point- Zoom, teams |  |  |
|  | **Test score (15 points)** | | | |
| Quiz result | | Score= (quiz result\*0.15) |  |  |
|  | **Interview score (50 points)** | | | |
| Presentation skills-5 points | | 1 point- Presentation within the allotted time frame  1 point- Content made sense  1 point- Clearly presented  1 point- Engaged with the audience  1 point- Well designed |  |  |
| Engagement and motivation capacity-5 points | | See interview guide |  |  |
| Applicant’s flexibility-4 points | | 3 points- Adapted training to specific scenario  0.5 points- Adapted communication style and content to the audience  0.5 points- Ensured messages have been heard and understood |  |  |
| Communication skills-6 points | | 1 point- Introduced themselves  2 points- Asked participants to present themselves and their learning objects  2 points- Clearly stated objective of the training  0.5 points- Spoke clearly  0.5 points- Intonation |  |  |
| Organizational skills-5 points | | See interview guide |  |  |
| Teambuilding skills-5 points | | See interview guide |  |  |
| Technical skills-20 points | | See interview guide |  |  |
|  | **Total score** | | | |
| Final score of the applicant is: | |  |  |  |
|  | **Recommendation on selection** | | | |
| Please circle one: | |  | YES | NO |

**Further comments if needed:**

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