

## **PART B APPLICANT SCREENING CRITERIA**

Below are suggestions for criteria used to rate applicants. Criteria should be developed by the search committee based on the **published job description**.

### **APPLICANTS – List every individual who applied for this position.**

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

#### **Reasons for rating as “Applicant” (not rated as Candidate)**

1. Applicant withdrew prior to review
2. Application submitted after last review date
3. Applicant did not meet minimum degree requirements
4. Applicant did not meet minimum teaching requirements (*or failed to demonstrate potential for university teaching*)
5. Application was incomplete
6. Degree not in advertised field – applicant’s field is \_\_\_\_\_(*describe*)

### **CANDIDATES – Those who meet the minimum requirements**

Give reasons for eliminating any candidate from further consideration.

#### **Reasons for rating as “Candidate” (not rated as interviewee/alternate interviewee)**

1. Limited breadth or depth in \_\_\_\_\_(*describe*)
2. Limited experience with \_\_\_\_\_(*describe*)
3. Publication record weak relative to others rated as interviewee/alternate interviewee
4. File lacks degree of research/creative excellence or impact to rate as interviewee/alternate interviewee
5. Letters of recommendation not as strong as others rated as interviewee/alternate interviewee
6. Area of specialty \_\_\_\_\_(*describe*) showed some deficiencies with respect to advertised position
7. Did not demonstrate preferred qualifications \_\_\_\_\_(*describe*) as strong as others rated as Interviewee/Alternate Interviewee

### **INTERVIEWEE AND ALTERNATE INTERVIEWEES – Those proposed for interview and those proposed for possible interview**

Those who will be interviewed should be indicated with the **interview** status.

Departments may wish to identify several candidates as **alternate** interviewees, in case interviewees withdraw or decline an offer of an interview. Rank interview alternates in order of possible interview and comment briefly on why alternates were not selected for interview at this time.

#### **Reasons for rating as “Interviewee/Alternate Interviewee”**

1. Letters of recommendation outstanding
2. Letters of recommendation very good
3. Letters of recommendation indicated some weaknesses
4. Area of specialty and interests fit ideally with advertised position
5. Area of specialty and interests fall within guidelines
6. Area of specialty and interests showed some deficiencies with respect to advertised position
7. Research judged to be outstanding, with great promise

8. Research judged to be very good
9. Research judged to have some weaknesses
10. Publication record outstanding
11. Publication record very good
12. Publication record indicated some weaknesses
13. Teaching (*potential*) judged to be excellent
14. Teaching (*potential*) judged to be very good
15. May have difficulties teaching
16. Unable to determine teaching (*potential*) from the file
17. Contributions to the diversity of the campus through teaching, research and/or service

## **PART C FINAL RANKING CRITERIA**

Below are suggestions for criteria that may be used to rate candidates who were designated as Interviewees or Alternate Interviewees. Designate a **selected candidate**. Ranking of remaining interviewed candidates is left to the discretion of the committee. Alternate Interviewees **not** interviewed need not be rated nor ranked.

If there are secondary choices for a selected candidate, clearly indicate in the criteria why they are ranked in this particular order.

1. Reasons for ranking final interviewees
2. Seminar rated outstanding
3. Seminar rated very good, minor concerns raised
4. Seminar was deficient; raised concerns about teaching ability
5. External letters outstanding (*if solicited after rating as interviewee/alternate interviewee*)
6. External letters very good (*if solicited after rating as interviewee/alternate interviewee*)
7. External letters indicated some weaknesses (*if solicited after rating as interviewee/alternate interviewee*)
8. Interviews outstanding
9. Interviews very good
10. Interviews showed some weaknesses in \_\_\_\_\_ (*describe*)
11. Area of specialty excellent match with the curricular needs of the department
12. Area of specialty good match with the curricular needs of the department
13. Requested that (s)he not be interviewed
14. Requested that (s)he not give a seminar at this time
15. Interviewee alternate: was not invited for an interview
16. If selected candidate declines, this person is the \_\_\_\_\_ (*e.g. 2<sup>nd</sup>, 3<sup>rd</sup>*) choice selected candidate