

APPROVED APPLICANTS' SCREENING CRITERIA

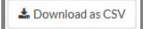
PURPOSE: The Applicants' Screening Criteria are based the recruitment's advertised qualifications and they are what the Search Committee uses to document its evaluation of the applicants. The Search Committee records the applicants' assigned screening criteria using one of the following methods.

Method #1: Spreadsheet – be sure this is done AFTER midnight of the Initial Review Date (9/24/18)

Generate a spreadsheet in Recruit that lists the recruitment's applicants by completing the following steps once logged into Recruit:

- ⇒ Navigate to the recruitment's Applicants List page (the page that displays all of the applicants in the recruitment).
- ⇒ In the Workspace Ribbon (see image below), ensure that the **Basic Qualifications** filter is set to *Entire Pool* and the **Status** filter is set to *All**



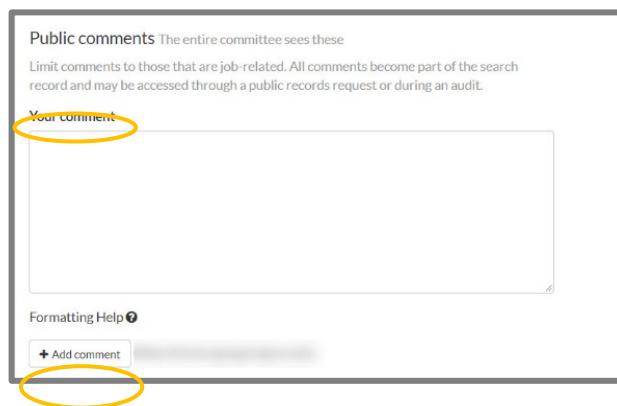
- ⇒ Click on the *Download as*  CSV button in the upper left-hand corner of the Applicants List Page and a spreadsheet of the applicants will download to your computer's desktop. The spreadsheet will include the information displayed on your screen in Recruit (based on the columns that you have selected in the Workspace Ribbon).
- ⇒ Enter the applicable screening criteria code/s for each of the applicants in the spreadsheet.

* If a staff member is going to download the spreadsheet and share it with the Search Committee, then he/she must ensure that the status **Not Completed is deselected** in the filter's drop-down menu before creating the spreadsheet. This is to avoid confusion for the committee members who can only see applications that are complete. Only staff can see both incomplete and complete applications.

Method #2: Application Page

Enter the assigned screening criteria in an individual's Application Page, by completing the following steps once logged into Recruit:

- ⇒ Navigate to the recruitment's Applicants List page (the page that displays all of the applicants in the recruitment).
- ⇒ Click on the applicant's name.
- ⇒ In the individual's Application Page, enter the applicable screening criteria in the **Your Comments** field and then click on the **Add comment** button.



TIP: When recording a screening criterion that you have assigned an applicant, simply list the criterion's corresponding code rather than the criterion's text.

Screening Criteria Code	Screening Criteria
A	Application was incomplete; materials submitted were not the required materials.
B	Degree was not in the advertised field(s) if specific field(s) were required.

Unit Name:	
Position Title:	Assistant Professor, Associate Professor, or Full Professor

APPLICANTS' SCREENING CRITERIA WORKSHEET

Senate Recruitment

The Applicants' Screening Criteria are based on the qualifications and requirements that are included in the recruitment's flyer. It is therefore recommended that you refer to your draft flyer when completing this worksheet.

To learn more about the Applicants' Screening Criteria, please see the *Instructions for Completing the Senate Applicants' Screening Criteria Worksheet* (https://apo.ucsc.edu/employment/academic-recruitment/Initiating%20Recruitments/sen_instruct_asc_wrksht.html).

SECTION #1 SCREENING CRITERIA: Assign Section 1 screening criteria codes to applicants who do not meet the advertised basic qualifications, which removes them from further consideration. Applicants assigned Section 1 screening criteria cannot be assigned criteria from Sections 2 or 3.

√ = Will Use	CRITERIA
A	Application was incomplete; materials submitted were not the required materials.
B	Degree was not in the advertised field(s) if specific field(s) were required.
C	Did not demonstrate any research experience.
D	Did not demonstrate any teaching experience.
E	Did not possess basic degree requirements stated in advertisement (expected to be conferred by June 20, 2019)

SECTION #2 SCREENING CRITERIA: Assign Section 2 screening criteria codes to applicants, who despite meeting the advertised basic qualifications are not sufficiently qualified to be further considered. Applicants assigned Section 2 Criteria cannot be assigned screening criteria from Sections 1 or 3.

√ = Will Use	CRITERIA
1	Duplicates or significantly overlaps existing area of strength in department/school/college.
2	Lacks sufficient depth/breadth of research/creative excellence or impact.
3	Lacks sufficient potential for successful attraction, advising, and mentoring of students/trainees/postdocs.
4	Lacks sufficient research achievement/potential.
5	Lacks sufficient teaching achievement/potential.
6	Publication record shows some deficiencies.
7	Specialization or area of expertise for position, or the department's needs, shows some deficiencies.

SECTION #3 SCREENING CRITERIA: Assign Section 3 criteria to those applicants whom the committee will interview (or for those who have been identified as alternate interviewees). Applicants assigned Section 3 criteria must be evaluated in the same areas (e.g., if the publication record is being evaluated for one applicant, then all of the applicants' publication records must be evaluated). Applicants assigned Section 3 screening criteria codes should not be assigned codes from Sections 1 or 2.

√ = Will Use	CRITERIA
30	Area of specialty matches programmatic needs.
31	Area of specialty is a very good match with programmatic needs.
32	Area of specialty is an outstanding match with programmatic needs.
33	Confidential letters of recommendation are judged to be good.
34	Confidential letters of recommendation are judged to be very good.
35	Confidential letters of recommendation are judged to be outstanding.
36	Contribution(s) to diversity through research, teaching, and/or service are judged to be strong.
37	Contribution(s) to diversity through research, teaching, and/or service are judged to be very strong.
38	Contribution(s) to diversity through research, teaching, and/or service are judged to be outstanding.
39	Publication record is judged to be good.
40	Publication record is judged to be very good.
41	Publication record is judged to be outstanding.
42	Research is judged to be good.
43	Research is judged to be very good.
44	Research is judged to be outstanding.
45	Teaching is judged to be good.
46	Teaching is judged to be very good.
47	Teaching is judged to be outstanding.