

Unit and Supervisor Name: _____

Position Title: _____

NON-SENATE APPLICANTS' SCREENING CRITERIA WORKSHEET

(including postdoc recruitments)

For instructions on how to complete this document, please visit the [Instructions for Completing the Non-Senate Applicants' Screening Criteria Worksheet](#) web page.

SECTION #1 SCREENING CRITERIA: Indicate the criteria (stock and/or custom) that will be used to identify applicants who do not meet the advertised basic qualifications. Applicants assigned Section 1 Criteria are removed from further consideration.

STOCK CRITERIA	
✓	Application was incomplete; or the materials submitted were not the required materials. <i>This criterion will automatically be included to your final, Approved Applicants Screening Criteria document.</i>
	Degree was not in the advertised fields.
	Did not meet basic research requirement(s).
	Did not meet basic teaching requirement(s).
	Did not possess basic degree requirements.
	Total duration of postdoctoral service exceeds five years, including postdoctoral service at other institutions. <i>Applicable to Postdoctoral recruitments only. This custom criterion must be selected if your recruitment is for a postdoctoral scholar.</i>

CUSTOM SCREENING CRITERIA-OPTIONAL
If the above stock criteria do not address qualification(s) you provided in basic qualifications section of the recruitment set-up form, provide custom criteria in the fields provided below. If you are unable to list all of your custom criteria on this page, please provide your complete list in a separate document and add it to this form.

Please see following page

SECTION #2 SCREENING CRITERIA: Indicate the criteria (stock and/or custom) that the committee will use to identify applicants who meet the basic qualifications but are judged to be insufficiently qualified to warrant further consideration. Applicants assigned Section 2 Criteria are removed from further consideration.

STOCK CRITERIA	
	Lacks sufficient depth/breadth of research/creative excellence or impact.
	Lacks sufficient leadership experience for position.
	Lacks sufficient research achievement/potential.
	Lacks sufficient teaching achievement/potential.
	Publication record shows some deficiencies. <i>Select this criterion only if a list of publications or sample publication(s) is a REQUIRED application document.</i>
	Specialization or area of expertise for position, or department's needs, shows some deficiencies.
CUSTOM SCREENING CRITERIA-OPTIONAL	
If the above stock criteria do not address critical qualifications or expertise provided in your recruitment set-up form's <i>Position Description</i> and <i>Basic Qualifications</i> sections, provide custom criteria in the fields provided below. If you are unable to list all of your custom criteria on this page, please provide your complete list in a separate document and add it to this form.	

Please see the following page

OPTIONAL SECTION #2.5: If the committee plans to request additional information for the remaining applicants before it determines who will advance to the interview stage, please provide the requested information below.

If the committee will not request additional information before it determines who will be interviewed, proceed to the next section titled, *Section 3 Screening Criteria*.

Step 1: Select the method for requesting additional information.	
	Committee will conduct reference checks.
	Committee will request confidential letters.
	Committee will conduct brief, preliminary interviews.
	Other: Provide in the field below the method that will be used for requesting additional information for the applicants. <div style="border: 1px solid black; height: 50px; width: 100%;"></div>

Step 2: Identify in the field below the qualification(s) and/or area(s) of expertise that the committee will want to learn more about with the request for additional information. <u>The qualifications/areas of expertise must be included your recruitment set-up form's basic qualifications or the position description.</u>

Once the committee completes its review of the additional information it will be able to remove applicants from further consideration if it deems necessary. APO will create criteria for removing applicants that will be based on the qualifications and/or areas of expertise provided in the field above.

Please see following page

SECTION #3 SCREENING CRITERIA: Indicate the criteria (stock and/or custom) that the committee will use to identify applicants who will be interviewed or designated as alternate interviewees. Only applicants who were not removed from consideration via criteria from Sections 1, 2, or 2.5 can be assigned Section 3 criteria.

STOCK CRITERIA	
	Area of specialty matches programmatic needs. Area of specialty is a very good match with programmatic needs. Area of specialty is an outstanding match with programmatic needs.
	Confidential letters of recommendation are judged to be good. Confidential letters of recommendation are judged to be very good. Confidential letters of recommendation are judged to be outstanding.
	Past or potential contribution(s) to diversity, equity, and inclusion are judged to be good. Past or potential contribution(s) to diversity, equity, and inclusion are judged to be very good. Past or potential contribution(s) to diversity, equity, and inclusion are judged to be outstanding. Only select this criteria group if a diversity statement is a REQUIRED application requirement.
	Publication record is judged to be good. Publication record is judged to be very good. Publication record is judged to be outstanding. Only select this criteria group if a list of publications or sample publications are a REQUIRED application requirement.
	Research experience/research potential is judged to be good. Research experience/research potential is judged to be very good. Research experience/research potential is judged to be outstanding.
	Teaching experience/teaching potential is judged to be good. Teaching experience/teaching potential is judged to be very good. Teaching experience/teaching potential is judged to be outstanding.

CUSTOM SCREENING CRITERIA-OPTIONAL
If the above stock criteria do not address most important qualifications or professional experience that you provided in recruitment set-up form, provide custom criteria in the fields provided below. If you unable to list all of your custom criteria on this page, please provide your complete list in a separate document and add it to this form.