

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 research achievement/potential. <i>Criterion is not applicable for lecturer pools.</i>
	Lacks sufficient teaching achievement/potential. <i>Criterion is not applicable for non-lecturer pools (with the exception of adjunct professor pools)</i>
	Publication record shows some deficiencies. <i>Criterion is not applicable to lecturer pools. For other non-lecturer pools, it can only be used if publication list or sample publication(s) is a required application requirement.</i>
	Specialization or area of expertise for position, or department's needs, shows some deficiencies.
CUSTOM SCREENING CRITERIA-OPTIONAL	
<p>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.</p>	

Please see following page

OPTIONAL SECTION #2.5: For Ongoing Pools, Section 2.5 is used when the Search Committee requests additional information from the remaining applicants **before** it determines if they are pool-qualified (which is considered a best practice).

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

If the committee will request additional information, please provide the requested information below.

Step 1: Select the method for requesting additional information.	
	Committee will conduct reference checks.
	Committee will conduct 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 the committee will want to learn more about for the remaining applicants. Note that the qualifications/areas of expertise you enter below must be included your recruitment set-up form’s basic qualifications or the position description.
APO will create criteria for removing applicants from further consideration based on the qualifications and/or areas of expertise that you provide in the field below. <div style="border: 1px solid black; height: 400px; width: 100%;"></div>

Please see following page

SECTION #3 SCREENING CRITERIA: Indicate the criteria (stock and/or custom) that will be used to identify pool-qualified candidates.

Step 1: Enter in the field below the areas that candidates can be pool-qualified to teach.

There is no limit on the number of areas that can be listed. **The only restriction is that they must be included in your set-up form’s basic qualifications or the position description.**

Step 2: Select the screening criteria that you will assign pool-qualified candidates. Only select criteria that represent qualifications that all pool-qualified candidates will be evaluated.

	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 the 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.