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| **Unit Name:** |  |
| **Position Title:** |  |

**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.

**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 identified in Recruit as *Unqualified* and are removed from further consideration.

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| **√ =** Will Use | **CRITERIA (Stock criteria)** |
|  | Application was incomplete; **materials submitted were not the required materials.** |
|  | Degree was not in the advertised field(s) if specific field(s) were required. |
|  | Did not meet stated basic research requirements. |
|  | Did not meet stated basic service requirements. |
|  | Did not meet stated basic teaching requirements. |
|  | Did not meet stated basic years of experience required. |
|  | Did not possess basic degree requirements stated in advertisement. |
| **Optional, Custom Criteria:** Provide a maximum of five custom Section 1 Screening Criteria (must be based on the advertised qualifications) |
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**Please see following page**

**SECTION #2 SCREENING CRITERIA:** Indicate the criteria that your committee will use to identify qualified applicants (those who meet the basic qualifications) who are not qualified enough to warrant further consideration.

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| **√ =** Will Use | **CRITERIA (Stock criteria)** |
|  | Duplicates or significantly overlaps existing area of strength in department/school/college. |
|  | Lacks sufficient depth/breadth of research/creative excellence or impact. |
|  | Lacks sufficient leadership experience for position. |
|  | Lacks sufficient potential for successful attraction, advising, and mentoring of students/trainees/postdocs. |
|  | Lacks sufficient research achievement/potential. |
|  | Lacks sufficient teaching achievement/potential. |
|  | Publication record shows some deficiencies. Can only use criterion if list of publications or sample publication(s) is a REQUIRED application requirement. |
|  | Specialization or area of expertise for position, or the department’s needs, shows some deficiencies. |
| **Optional, Custom Criteria:** Provide a maximum of five custom Section 1 Screening Criteria (must be based on the advertised qualifications) |
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**OPTIONAL SECTION #2.5:** For Senate recruitments, Section 2.5 Screening Criteria are used when the department wants to obtain additional information (e.g., conduct preliminary Skype interviews or request confidential letters) from a subset of qualified applicants before it determines whom it will recommend for formal campus visits or as Alternate Interviewees.

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| **List the method for requesting additional information** |
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| **Section 2.5 a. Criterion for identifying applicants whom committee will request additional information**Identify the criterion (stock or custom) that will be used |
|  | The combined application file is strong enough to request additional information to assess further the applicant’s job-related qualifications. |
| **Optional, Custom Criterion [insert additional rows if necessary]** |

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| **Section 2.5 b. Criterion for removing applicants from consideration after review of the additional information.**Identify the criterion (stock or custom) that will be used |
|  | After its review of additional information, the committee determined the applicant’s [**insert an advertised qualification(s)]** was not as strong as those applicants whom the committee recommends for formal campus visits or as Alternate Interviewees. |
| **Optional, Custom Criterion [insert additional rows if necessary]** |

**SECTION #3 SCREENING CRITERIA:** Indicate the criteria (stock and/or custom) that will be used to identify qualified applicants whom the committee recommends for formal campus visits or identifies as Alternate Interviewees.

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| **√ =** Will Use | **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. |
|  | Contribution(s) to diversity through research, teaching, and/or service are judged to be strong.  |
|  | Contribution(s) to diversity through research, teaching, and/or service are judged to be very strong. . |
|  | Contribution(s) to diversity through research, teaching, and/or service are judged to be outstanding.  |
|  | Publication record is judged to be good. Can only use criterion if a list of publications or sample publication(s) is a REQUIRED application requirement. |
|  | Publication record is judged to be very good. Can only use criterion if a list of publications or sample publication(s) is a REQUIRED application requirement. |
|  | Publication record is judged to be outstanding. Can only use criterion if a list of publications or sample publication(s) is a REQUIRED application requirement. |
|  | Research is judged to be good. |
|  | Research is judged to be very good. |
|  | Research is judged to be outstanding. |
|  | Service is judged to be good. |
|  | Service is judged to be very good. |
|  | Service is judged to be outstanding. |
|  | Teaching is judged to be good. |
|  | Teaching is judged to be very good. |
|  | Teaching is judged to be outstanding. |
| **Optional, Custom Criterion [insert additional rows if necessary]:** Provide as many custom Section 3 Screening Criteria as you see fit, just ensure they are based on the advertised qualifications. |
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