**Applicant Evaluation Templates**

Applicant evaluation templates are intended for use by the search committee in the initial screening process.  They can be a useful tool in determining if an applicant meets threshold criteria or not. On the following pages are three templates from other institutions that provide different models of assessing if applicants meet threshold requirements.

**Sample Applicant Evaluation Form 1**

Source: University of Washington[[1]](#footnote-1)

**Candidate:**

**Reviewer:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please rate the candidate on each of the following:**  | **Excellent**  | **Good**  | **Neutral**  | **Fair** | **Poor**  | **Unable to judge**  |
| Potential/Evidence: Scholarly impact  |   |   |   |   |   |   |
| Potential/Evidence: Research or creative activity productivity  |   |   |   |   |   |   |
| Potential/Evidence: Externally funded research |   |   |   |   |   |   |
| Record on diversity-related research |  |  |  |  |  |  |
| Record on diversity-related teaching  |   |   |   |   |   |   |
| Ability to make positive contribution to department’s climate |  |  |  |  |  |  |
| Potential/Demonstrated ability: Attract and supervise graduate students  |   |   |   |   |   |   |
| Potential/Demonstrated ability: Teach and supervise undergraduates  |   |   |   |   |   |   |
| Potential/Demonstrated ability: Conscientious university community member  |   |   |   |   |   |   |

**Sample Applicant Evaluation Form 2**

Source: University of Washington[[2]](#footnote-2)

**Candidate:**

**Reviewer:**

**Evaluation Criteria:** Ranking suggestion: High/ Med/ Low – plus specific comments.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ranking**  | **Research Topic**  | **Geographical Areas**  | **Record on Diversity** | **Teaching Content**  | **Teaching & Mentoring Skills** | **Collaboration & Citizenship** | **Outside Letters**  |
|   | (Departmental needs, anthropological breadth, interdisciplinary, scholarly productivity, quality of publications, methodological expertise and breadth)  | Departmental needs | (Mentoring, pedagogy, activism, recruitment, community action, research on issues related to diversity, social inequalities and social justice)  | (Departmental needs, syllabi content, methodological approaches, understudied communities)  | (Teaching evaluations, experience working with underrepresented students)  | (Department, interdisciplinary community)  |   |
| **High** |   |   |   |   |   |   |   |
| **Medium** |   |   |   |   |   |   |   |
| **Low** |   |   |   |   |   |   |   |

**Sample Applicant Evaluation Form 3**

Source: University of Michigan[[3]](#footnote-3)

**Applicant’s Name:**

**Reviewer:**

**Please indicate which of the following are true for you (check all that apply):**

* + Read applicant’s CV
	+ Read applicant’s statements (teaching, research, etc.)
	+ Read applicant’s scholarship – indicate which:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Read applicant’s letters of recommendation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please rate the applicant on each of the following:**  | **Excellent**  | **Good**  | **Neutral**  | **Fair** | **Poor**  | **Unable to judge**  |
| Evidence of scholarly productivity |   |   |   |   |   |   |
| Potential/ for (Evidence of) scholarly impact / tenurability |   |   |   |   |   |   |
| Evidence of strong background in (relevant fields) |  |  |  |  |  |  |
| Contribution to [particular] perspective on [particular area] |  |  |  |  |  |  |
| Evidence of teaching experience and interest (including grad mentorship) |   |   |   |   |   |   |
| Potential (Ability) to teach courses in core curriculum |   |   |   |   |   |   |
| Potential (Ability) to teach and advise diverse students |   |   |   |   |   |   |
| Potential (Ability) to teach the core curriculum on [particular area] (including the creation of new courses) |   |   |   |   |   |   |
| page1image3914029264Other comments: |  |  |  |  |  |  |

1. University of Washington, Online Toolkit <https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/48/2018/07/24025323/Rubric2.pdf> [↑](#footnote-ref-1)
2. University of Washington, Online Toolkit at <https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/48/2018/07/24025322/Rubric3.pdf>

 [↑](#footnote-ref-2)
3. University of Michigan, Faculty Recruitment (STRIDE) at <https://advance.umich.edu/resources/> [↑](#footnote-ref-3)