**Candidate Evaluation Form Templates**

Candidate evaluation forms are intended to help search committees collect feedback from faculty and other stakeholders following finalist interviews.  They ask evaluators to provide feedback that directly relates to key search criteria and qualifications that have guided the search.  On the following pages are three models that can be modified to reflect the evaluation process in the department.

**Sample Candidate Evaluation Form 1**

Source: Michigan State University**[[1]](#footnote-1)**, *Candidate Evaluation Form for Assistant Professor of Human Resource Management*

**\*\*\*\*\*\*\***

**Candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rater’s name** *(person completing the evaluation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

* + Read candidate’s CV
	+ Met with candidate
	+ Read candidate’s scholarship
	+ Attended lunch or dinner with candidate
	+ Read candidate’s letters of recommendation
	+ Attended candidate’s job talk
	+ Other (please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PLEASE RATE THE CANDIDATE ON EACH OF THE FOLLOWING:** | **Excellent** | **Good** | **Neutral** | **Poor** | **Unable to Judge** |
| Ability to conduct scholarly research as *reflected in the job talk.* |   |   |   |   |   |
| Ability to conduct scholarly research as *reflected in the candidate’s current publication record* (e.g., quality publications).  |   |   |   |   |   |
| Potential for scholarly impact (all things considered).  |   |   |   |   |   |
| Record of obtaining external research funding.  |   |   |   |   |   |
| Potential for obtaining external research funding (willing and able).  |   |   |   |   |   |
| Ability to teach as *reflected in the job talk*.  |   |   |   |   |   |
| Ability to teach as *reflected in candidate’s past experiences* (e.g., student ratings, awards, course materials that may be provided).  |   |   |   |   |   |
| Fit with department priorities as reflected in the job posting (ability to teach HR finance or international HRM).  |   |   |   |   |   |
| The ability to work with diverse students and diverse groups, and contribute to a climate of inclusion.  |   |   |   |   |   |

**OVERALL RATING: AcceptableAcceptable with Conditions Unacceptable**

**Sample Candidate Evaluation Form 2**

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

**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 Candidate Evaluation Form 3**

Source: UCLA[[3]](#footnote-3)

The following offers a method for department faculty to provide evaluations of job candidates. It is meant to be a template for departments that they can modify as necessary for their own uses. The proposed questions are designed for junior faculty candidates; however, alternate language is suggested in parenthesis for senior faculty candidates.

Candidate’s Name:

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

|  |  |  |  |
| --- | --- | --- | --- |
| □ | Read candidate’s CV | □ | Met with candidate |
| □ | Read candidate’s scholarship | □ | Attended lunch or dinner with candidate |
| □ | Read candidate’s letters of recommendation | □ | Other (please explain): |
| □ | Attended candidate’s job talk |  |  |
|  |  |  |  |

Please comment on the candidate’s scholarship as reflected in the job talk:

Please comment on the candidate’s teaching ability as reflected in the job talk:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please rate the candidate on each of the following: | excellent | good | neutral | fair | poor | unable to judge |
| Potential for (Evidence of) scholarly impact |  |  |  |  |  |  |
| Potential for (Evidence of) research productivity |  |  |  |  |  |  |
| Potential for (Evidence of) research funding |  |  |  |  |  |  |
| Potential for (Evidence of) collaboration |  |  |  |  |  |  |
| Potential for (Evidence of) outreach efforts to diverse groups |  |  |  |  |  |  |
| Fit with department’s priorities |  |  |  |  |  |  |
| Ability to make positive contribution to department’s climate |  |  |  |  |  |  |
| Potential (Demonstrated ability) to attract and supervise graduate students |  |  |  |  |  |  |
| Potential (Demonstrated ability) to teach and supervise undergraduates |  |  |  |  |  |  |
| Potential (Demonstrated ability) to be a conscientious university community member |  |  |  |  |  |  |

Other comments?

1. See page 30 of Roehling, M.V., and Granberry Russell, P. (Eds.) (2012). Faculty search toolkit: A resource for search commit- tees and administrators at Michigan State University (NSF ADVANCE Grant #0811205). East Lansing, MI: Michigan State University. [↑](#footnote-ref-1)
2. 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-2)
3. UCLA, Faculty Search Committee Resources at <https://equity.ucla.edu/programs-resources/faculty-search-process/faculty-search-committee-resources/> [↑](#footnote-ref-3)