SAMPLE EVALUATION TEMPLATE

The following offers a method for Unit faculty to provide evaluations of job candidates. It is meant to be a template for Units that they can modify as necessary for their own uses.

CANDIDATE NAME: ___________________________  DATE: ________________

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

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

_ Please comment on the candidate’s scholarship as reflected in the job talk or interview:
_ Please comment on the candidate’s teaching ability as reflected in the job talk or interview:
_ 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 unit’s priorities:
Ability to make positive contribution to unit’s climate:
Potential (Demonstrated ability) to attract and supervise and work well with graduate students:
Potential (Demonstrated ability) to teach and supervise and work well with undergraduates:
Potential (Demonstrated ability) to be a conscientious university community member:

Other comments:

Once the evaluation process is complete, be sure to disposition applicants in AP Recruit to provide a reason as to why the applicant did not move forward in the process.

Example of Candidate Evaluation Tool Adapted from: NSF Advance at the University of Michigan
CHECKLIST FOR A SUCCESSFUL VISIT

Identify primary staff support to coordinate all necessary documentation, travel arrangements and reimbursements including the following:

- The pre-purchase of airline tickets for the candidate
- Accommodations for the length of stay
- Reimbursement of all or part of candidate’s expenses
- Determine if the candidates will have individuals accompanying them during the campus visit; if so, prepare an agenda for the (spouse, guest).

- Send the agenda to the candidates ahead of time.
- Send the potential candidate unit and school brochures, campus map, University publications, and resource guide and applicable handbooks.
- Meet any special needs of the candidate (physical, dietary, etc.). Apprise the candidates of cultural events during campus visits.
- And most importantly, keep in contact with the candidate throughout the search process.