

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.

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.