

**"Sample" Evaluation form for Candidate Applications
Assistant/Associate Professor - Human Resources, COBA**

Name of Candidate _____

STEP#1: Complete Application? > Letter of application > Resume > 3 letters of recommendation > Transcripts	Yes	No	Meets "Required" qualifications by: Scoring format if "yes": 1 = Meets requirements 2 = Strong qualifications 3 = Excellent qualifications
		Missing:	
STEP#2: "Required" qualifications			
1. Earned doctorate in HR, IR or closely related field from an AACSB-accredited institution; or ABD if reasonable likelihood of degree completion prior to hire date			
2. Record of excellence in teaching or potential for excellence in teaching			
3. Record of publications in refereed journals (for Associate rank)			
4. Ability to satisfy the research requirements of COBA (for Assistant rank)			
5. Evidence of service to the academic community			
STEP#3: If ALL of the "Required" qualifications are checked "yes," evaluate for "Preferred" qualifications below. (If any required qualifications are checked "no" the application cannot be moved forward and would be placed in tier #4)			
1. Teaching & research interests in one or more of the following areas: HRIS Career development and succession planning Employee benefits Entrepreneurship			
2. Organizational experience related to the field			
3. Proven record of building bridges between academia and practice			
STEP#4: *Potential tier candidate should be placed in (circle one): 1 2 3 4 5			
Evaluator:			Date:

***KEY: IDENTIFICATION OF "TIERS"**

- Tier #5: Candidate did not have a completed application for the position; withdrew application; application arrived beyond deadline date, etc.
- Tier #4: Candidate did not meet all the minimum requirements for the position for reasons indicated above.
- Tier #3: Candidate meets all minimum requirements, but when compared to others in the pool is not as strong (for reasons identified above) as those in Tiers 1 & 2.
- Tier #2: Candidate is very strong - usually placed in back-up pool (for reasons identified above)
- Tier #1: Outstanding candidate - very strong when compared to remaining applicants (for reasons identified above). On-campus interviewees are chosen from this tier.

NOTE: Tiers #1 and 2 can be combined into one tier should a search committee decide to do so.