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

Name	of	Candidate								

STEP#1: Complete	Yes	No	Meets "Required" qualifications by:				
Application?							
> Letter of		Missing:	Scoring format if "yes":				
application			1 = Meets requirements				
Resume			2 = Strong qualifications				
3 letters of			3 = Excellent qualifications				
recommendation			o - Excellent quantications				
Transcripts							
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	he <i>"Required</i>	d" qualificati	ons 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:							
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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.