"Sample" Evaluation form for Candidate Applications
Assistant Professor, Marketing, COBA

Name of Candidate _____

STEP#1: Complete Application? ➢ Letter of application ➢ Resume ➢ 3 letters of recommendation ➢ Transcripts	Yes	No Missing:	Meets *"Required"* qualifications by: Scoring format if "yes": 1 = Meets requirements 2 = Strong qualifications 3 = Excellent qualifications
STEP#2: *"Required"* qualifications			
1. Ph.D. in Marketing or ABD if likelihood of degree completion by start date			
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. Business Experience			
2. Proven record of experience in 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.