ALL COMMENTS AND NOTES INCLUDED ON THIS FORM ARE SUBJECT TO DISCLOSURE REQUESTS BY OUTSIDE AGENCIES.

This evaluation form serves as a template for evaluating applicants for academic searches. It may be customized by colleges/schools/units according to their respective processes and needs. Customizations of this form must be reviewed by Equal Employment and Affirmative Action (EEAA).

**Instructions:**

1. Complete the Applicant Evaluation Form and sign it.
2. **DO NOT** comment on applicant’s age, race, color, sex, sexual orientation, disability status, national origin, religion, veteran status, and marital or family status and any other characteristic protected by law.
3. Please submit all evaluation forms to the Search Committee Chair/AP Recruit Analyst

Applicant Name:        Date:

Hiring Department:        AP Recruit JPF#(      )

**Indicate which of the following are true for you (check all that apply):**

Read Applicant’s CV

Read Applicant’s Statements

Read Applicant’s Letters of Recommendation

Attended Applicant’s Job Talk Met with Applicant

Interviewed Applicant

Other (Please explain)

Please enter the Search Criteria in the approved Search Plan for this recruitment as documented in AP Recruit. The applicant should be evaluated based on the following Search Criteria (*expressed as relative to stage of career*):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent (5)** | **Good (4)** | **Neutral (3)** | **Fair (2)** | **Poor (1)** | **Unable to Judge** |
| *\*Ex: Potential or Demonstrated ability to attract, work with and teach diverse students.* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Enter criteria on separate lines as applicable.

Overall Assessment:

Recommendations:

Interviewer Name:         Signature:

Search Committee Role (select one):

Search Chair  Affirmative Action Compliance Officer (AACO)  Committee Member

Outside Reviewer Other (Please Specify)

\*Final hiring decision will be made based on a comprehensive review of applicant qualifications. Applicant ranking is only one component of overall evaluation.