Resource 5-1: **Evaluation Templates for Candidates**

To help the committee stay consistent and ensure it is adhering to the defined selection criteria, an evaluation tool can be helpful in narrowing down the candidates and establishing a short list of individuals to interview. The tools below can assist with not only the initial review of applications, but also in determining which candidates to contact for interviews.

Evaluation templates for applicant review

Candidate Name	Meets Minimum Qualifications (Yes/No)				Notes *Do not provide comments that are personal in nature and could be perceived as discriminatory.*
	Degree	Relevant Field of Research	Teaching Experience	Publication Record	

Candidate Name	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						
Fit with unit's priorities						
Ability to make positive contributions to unit's scholarly and research profile						
Potential (Demonstrated ability) to attract and supervise graduate students						
Potential (Demonstrated ability) to teach and supervise undergraduates						
Potential (Demonstrated ability) to be a conscientious University community member						
Potential (Demonstrated ability) to contribute to community engagement						