

Candidate Pool Evaluation Guidelines

Purpose:

Search documentation must provide evidence that each candidate was evaluated against the same set of objectives, performance-based criteria. The committee should use the job posting to develop minimum requirements, preferred criteria, and interview questions.

Step One - Prepare:

1. The Candidate Pool Evaluation is prepared by the Search Chair, with input from the Search Committee members.
2. The Candidate Pool Evaluation includes the committee's assessment of the candidates' qualifications as compared to the job posting minimum requirements and preferred criteria.

Step Two – Committee will document:

1. Final determination on screening criteria used to evaluate each candidate for each round (based on job posting).

Step Three - Actions Required:

1. The summary will include the following elements:
 - a. Job requisition number
 - b. Job title
 - c. Dept/Division/College Name
 - d. Hiring Official Name
 - e. Screening criteria for each round
 - f. Names of candidates advanced each round
2. The Search Manager must submit the completed Candidate Pool Evaluation Summary to OIE for review and approval via email at ois@ucf.edu PRIOR to scheduling preliminary interviews.

Candidate Pool Evaluation

(After minimum and preferred round screening)

Date Submitted to OIE:

Classification Title and Requisition Number:	Department/College:
Search Manager:	Search Committee Chair and Hire Official

Screening Evaluation Criteria

Candidates Advanced to Round One	Round One (Minimum Criteria)
Candidates Advanced to Round Two	Round Two (Preferred Criteria)
Candidates Advanced to Round Three	Round Three (Preferred Criteria)
Candidates Advanced to Round Four	Round Four (Preferred Criteria)

Name(s) of Candidates Recommended for Preliminary Interviews:

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*If more than four screening rounds, submit criteria and candidates advanced for additional rounds on a separate sheet. Submit to OIE@UCF.edu

Candidate Pool Evaluation - **Sample**

(After minimum and preferred round screening)

Date Submitted:

Classification Title and Requisition Number:	Department/College:
Search Manager:	Search Committee Chair and Hire Official:

Screening Evaluation Criteria

Round One (Minimum Criteria)	Identify candidates who have advanced to this round
Round Two (Preferred Criteria)	Identify candidates who have advanced to this round
Round Three (Preferred Criteria)	Identify candidates who have advanced to this round
Round Four (Preferred Criteria)	Identify candidates who have advanced to this round

Name(s) of Candidates Recommended for Preliminary Interviews:

*If more than four screening rounds, submit criteria and candidates advanced for additional rounds on a separate sheet. Submit to OIE@UCF.edu