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 and guidance from the Search Assistant.
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. Names of the Hiring Manager/Search Chair/Search Assistant
    e. Screening criteria for each round
    f. Names of candidates advanced each round

2. The Search Assistant must submit the completed Candidate Pool Evaluation Summary to OIE for review and approval via email at oie@ucf.edu PRIOR to scheduling preliminary interviews.

UCF   **Faculty Search & Screening Process**

Candidate Pool Evaluation Form   Date:

Position Name & Job Req. Number:

College or Department Name:

Search Chair & Hire Official Name:

Search Assistant Name(s):

Screening Evaluation Criteria
(*After minimum and preferred round screening*)

List Candidate(s) Meeting Minimum Qualifications	Posted Minimum Qualifications

List Candidate(s) Meeting Preferred Qualifications	Posted Preferred Qualifications

List Candidate(s) Meeting Add'l Preferred Qualifications	Add'l Preferred Qualifications

List the Candidate(s) Recommended for Preliminary Interview(s):

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