**University Hiring Committee**

**Candidates Evaluation Checklist**

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| **Position Information** | | | |
| **Job Title**: | | **Number of Positions Requested**: | |
| **Department**: | | **College**: | |
| **UHC Meeting #**: | | **Date**: | |
| **No.** | | **Description** | **Included (Yes/No/NA)** | **Note** |
| 1 | | Manpower Plan (UHC-MP) | Yes  No  NA |  |
| 2 | | Approved Academic Position Requisition Form (UHC-APRF) | Yes  No  NA |  |
| 3 | | Position advertisement **Link** & Job Description | Yes  No  NA |  |
| 4 | | Candidate Interview Summary (UHC-CIS) signed by all Search Committee (SC) members | Yes  No  NA |  |
| 5 | | Search Committee (SC) meeting minutes.  (minutes should include the total number of applicants applied, shortlisted, interviewed, and recommended for hiring) | Yes  No  NA |  |
| 6 | | Search Committee Ranking Sheet (UHC-SCRS) (minimum 3 candidates per position) | Yes  No  NA |  |
| 7 | | Curriculum Vitae (CV) of top 3 candidates | Yes  No  NA |  |
| 8 | | Promotion Letters for professorial ranks higher than Assistant Professor | Yes  No  NA |  |
| 9 | | List of courses candidate will teach | Yes  No  NA |  |
| 10 | | Consideration/commitment for diversity | Yes  No  NA |  |