**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 |  |