



Form FS5
Sample Applicant Screening Matrix

Section 1:	Please check one: ☐ Committee ☐ Individual Assessment				
Instructions:	Please construct and complete a matrix for ALL candidates who applied for the position while the position was considered open.				
Position Description/ Requirements	Screen on minimum qualifications. See attached.				
Department/Division:			Date Posted:		
Position Number:			Rank:		
Section 2:	Vita/Supporting Documents Assessment (attach additional sheets if necessary)				
Name	Education	Evidence of Research / Scholarship	Evidence of Service	Teaching Experience	Comments / Other Relevant Factors

Search Committee Member

Date



Form FS6
Hiring Selection Forms

INSTRUCTIONS FOR COMPLETING UNH HIRING SELECTION FORMS

PART I – SEARCH

APPLICANTS

All applicants are to be reviewed by the Search Committee. List the names of all applicants and provide rationale for each applicant moving forward AND not moving forward in a narrative form. Include this list when you submit the request to start interviewing applicants.

SEMI-FINALISTS

(Applicants who have been chosen for phone, electronic [Zoom] or airport interviews from which finalists will be selected)

If no semi-finalists are selected for interview, skip this section and go directly to FINALISTS.

When *semi-finalists* are identified, you must provide a narrative rationale for why each applicant is selected as a semi-finalist. Once you have made your selection and the dean/unit administrator has approved the selection, email the information to the Civil Rights & Equity Assistant Director for review/approval. Detailed instructions are provided on the form.

FINALISTS

(Applicants who have been selected for campus interviews)

When *finalists* are identified, you must provide a narrative rationale for why each applicant is selected as a finalist. List semi-finalists (if any) not selected to move forward and provide rationale as to why each semi-finalist was not chosen as a finalist. Once you have made your selection and the dean/unit administrator has approved the selection, email the information to the Civil Rights & Equity Assistant Director for review/approval. Detailed instructions are provided on the form.

PART II – DECISION

Prior to extending an offer to the candidate selected for hire, approval from the Dean/Unit Administrator and the Civil Rights & Equity Assistant Director, are required. Detailed instructions are provided on the form.

HIRING SELECTION FORMS

Hiring Unit or Department: _____

Position to be filled: _____

Position Number: _____

APPLICANTS

All applicants are to be reviewed by the Search Committee. List the names of all applicants and provide a narrative rationale for each applicant moving forward AND not moving forward. Include this list when you submit the request to start interviewing applicants.

Examples of Rationales:

- Did not meet minimum qualifications
- Does not have Ph.D. or will not have Ph.D. by date required
- Ph.D. but not in preferred area of study, other applicants have degree in preferred areas
- No teaching experience
- Research not aligned with needs of department
- Minimal teaching experience and not specific to courses this position would teach

NAME	RATIONALE FOR ACTION (based on position's posting)

Note: you may attach your own spreadsheet to this form rather than fill in the information above. If you choose to do so, be sure your spreadsheet contains the same information as requested above.

SEMI-FINALISTS

(Applicants who have been chosen for phone, electronic [Zoom] or airport interviews from which finalists will be selected.)

IF NO SEMI-FINALISTS ARE SELECTED FOR INTERVIEW, SKIP THIS SECTION AND GO DIRECTLY TO FINALISTS

When *semi-finalists* are identified, you must provide a narrative rationale for why each applicant is selected as a semi-finalist. Once you have made your selection and the dean/unit administrator has approved the selection, email the information to [Emily Wilcox](mailto:Emily.Wilcox), CREO Assistant Director for review/approval (also send a copy to pamela.hayes@unh.edu).

Information to submit for approval:

- Workday Job Requisition Number: JRxxxx
- Provide a narrative rationale for why each applicant is selected as a semi-finalist.
- Rationales should be based on job criteria only – teaching experience, research. Avoid using vague terms such as “good fit” or “not a good fit,” as these terms do not provide any specific information related to the job criteria and can appear biased.
- If you have semi-finalists withdraw from your search and you want to move any candidates from a secondary tier/hold/alternate position, you must present this candidate to the CREO Assistant Director for approval as a semi-finalist prior to conducting an interview. Please provide a narrative rationale as to why this particular applicant is being selected to move forward (particularly if you identified multiple applicants to keep in a secondary/hold/alternate pool).

Name	Rationale for Selection of Semi-Finalists (based on position’s posting)

SEMI-FINALISTS APPROVED:

Search Chair Signature

Date

Unit Administrator or Department Chair Signature

Date

Division Administrator or Dean Signature

Date

Assistant Director, Civil Rights and Equity Signature

Date

FINALISTS

(Applicants who have been selected for campus interviews.)

When **finalists are identified**, you must provide a narrative rationale for why each applicant is selected as a finalist. List semi-finalists (if any) not selected to move forward and provide rationale as to why each semi-finalist was not chosen as a finalist. Once you have made your selection and the dean/unit administrator has approved the selection, email the information to [Emily Wilcox](mailto:Emily.Wilcox), CREO Assistant Director for review/approval (also send a copy to pamela.hayes@unh.edu).

Information to submit for approval:

- Workday Job Requisition Number: JRxxxx
- Provide a narrative rationale for why each applicant is selected as a finalist.
- List semi-finalists (if any) not selected to move forward and provide a narrative rationale as to why each semi-finalist was not chosen as a finalist.
- Rationales should be based on job criteria only – teaching experience, research. Avoid using vague terms such as “good fit” or “not a good fit,” as these terms do not provide any specific information related to the job criteria and can appear biased.
- If you have finalists withdraw from your search and you want to move any candidates from a secondary tier/hold/alternate position, you must present this candidate to the CREO Assistant Director for approval as a finalist prior to conducting an interview. Please provide a narrative rationale as to why this particular applicant is being selected to move forward (particularly if you identified multiple applicants to keep in a secondary/hold/alternate pool).

Name of Finalist	Rationale for Selection as Finalist (based on position’s posting)

Name of Semi-Finalist not moved forward	Rationale for <u>Not</u> Selecting as Finalist

FINALISTS APPROVED:

Search Chair Signature

Date

Unit Administrator or Department Chair Signature

Date

Division Administrator or Dean Signature

Date

Assistant Director, Civil Rights and Equity Signature

Date

UNH HIRING SELECTION FORM

PART II DECISION

(Hire - Final candidate selected to extend an offer)

Prior to extending an offer to the candidate selected for hire, approval from the Dean/Unit Administrator and the Civil Rights & Equity Assistant Director, are required:

- Complete the UNH Hiring Selection Form PART II DECISION. Provide a rationale for the candidate selected for hire. If you interviewed finalists from which the final candidate was selected, please provide rationales for why the finalists were not selected for hire.
- Email the UNH Hiring Selection Form PART II DECISION to the Dean/Unit Administrator for approval.
- The Dean/Unit Administrator emails the approved Part II Decision form to [Emily Wilcox](mailto:Emily.Wilcox), CREO Assistant Director, for CREO approval (copy pamela.hayes@unh.edu)
- After the Dean/Unit Administrator and CREO Assistant Director has approved the candidate selected for hire, an offer may be extended to the candidate.

Hiring Unit or Department: _____

Position to be filled: _____

Position Number: _____

A. Candidate selected for hire:

Name:
References were checked by: [name] on [date] and were determined to be satisfactory
Start date is:

B. Consistent with the qualifications advertised, the following factors make this candidate most outstanding:

C. List finalists not selected for hire, and rationale as to why each was not chosen for the position:

D. List offers to other selected finalists and their responses (please print clearly):

Hiring Official Signature (Division Administrator, Dean or Provost) Date

Assistant Director, Civil Rights and Equity Signature Date



Form FS7
Applicant Interview Evaluation Form

An easy way to get feedback from faculty, staff and students is to add the candidate information to these and print them in different colors for different candidates.

Applicant's Name _____ Date: _____

Position _____ School _____

Department/Division _____

Interviewer: _____ [] Faculty [] Staff [] Student [] Community Member

QUALIFICATIONS

POSITION REQUIREMENTS	STRONG	ACCEPTABLE	WEAK	NOT OBSERVED	COMMENTS
ESSENTIAL QUALIFICATIONS					
TEACHING					
CREATIVE, ACTIVITIES or SCHOLARSHIP					
COMMUNICATION SKILLS					
INTERPERSONAL SKILLS					

INTERVIEW SUMMARY:

**OVERALL RATING
FOR THIS POSITION:**

1 STRONG	2 ACCEPTABLE	3 WEAK
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INSTRUCTIONS

1. Complete the Applicant Interview Evaluation Form and sign it.
2. DO NOT comment on applicant's race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status.
3. Please submit all evaluation forms and resumes to the Search Committee Chair.