Stages of Evaluation

First Stage of Evaluation

Review the initial candidate application material to create a short list.

a. Use the criteria agreed upon to develop rubrics with good descriptors for levels of achievement for each of the criteria elements. Such rubrics and descriptors could help reduce implicit biases, reduce the time needed to review applications, improve consistency in evaluation, and enable discussion of candidates when there is disagreement in ratings.

b. Here are some examples of rubrics used in this first stage of evaluation. SIUE Rubric Examples

c. Advise your committee members to concentrate on selecting all potentially strong candidates in their review group regardless of their personal preferences. In cases of doubt, advise the reviewer to retain a candidate for review by the entire committee.

d. Evaluate each candidate's entire application; don't depend too heavily on only one element such as the letters of recommendation, or the prestige of the degree-granting institution or postdoctoral program.

e. Decide how long the "short list" should be and construct the "short list" by having the reviewers present their conclusions.

f. Consider including the top candidates from various separate rubric scales in your "short list."

g. Evaluate your "short list" before finalizing it. Are qualified women and underrepresented minorities included? If not, consider whether evaluation biases or assumptions have influenced your ratings.

Second Stage – Phone/ Zoom Interviews

a. All candidate interviews should be handled consistently and professionally. Even if you are talking on the phone or meeting on Zoom, the questions should be uniform.

b. The Search Committee should establish a core set of questions ahead of time. This will help achieve fairness, equity, and consistency during the interview process.

c. The Search Committee should review the position description and questions of inquiry that were raised during the first stage of evaluation in developing interview questions.

d. Create rubrics for the interview questions to ensure evaluation focus on the merits and avoid focus on technology issues.

e. Review these documents for questions that can or cannot be asked.
   a. [Questions Guide Dos and Don'ts](#)
   b. [25 Questions Not to Ask in an Interview](#)

f. Create an interview script and assign tasks to committee members; such script and task assignments would help maintain smooth and consistent interviews across candidates. [Example of Interview Script](#)

g. Anticipate questions candidates might have about the position requirements, unit, SIUE, performance evaluation criteria and process, citizenship and visa processing requirements and support, and benefits and make sure you have these details available to share with the candidate.

h. Provide the candidates with as much detail to make the phone / zoom interview process smooth and consistent. Such information includes:

a. Length of the interview
b. Information about persons who will attend the interview
c. Areas that will be explored during the interview process and maybe even how long the committee would like to spend on each area.
d. Links / documents that provide information about the unit, programs, initiatives, and aspirations.
e. Links to SIUE diversity statement and ADEI focus
f. Links to unit diversity statement and initiatives
g. What to do in case of interruption in Internet services
h. Accessibility accommodations that can be made available on request
i. [Example of email to candidates](#)