



BEST PRACTICES FOR EVALUATING CANDIDATES ACROSS PREFERRED QUALIFICATIONS

- 1) Discuss and define specific evaluation criteria before the search. Consider using multiple criteria/indicators to evaluate each preferred qualification.
 - a) The search committee should agree on how to interpret the preferred qualifications and how candidates will be evaluated for each preferred qualification before file evaluation begins
 - b) The application materials required should enable evaluation of all of the preferred qualifications
 - c) Develop a rubric for evaluating each preferred qualification
- 2) Design evaluation tools that examine a candidate's strengths, accomplishments, and attributes along a variety of dimensions.
 - a) Applicants often exhibit excellence in numerous ways, which evaluative rubrics should capture.
- 3) Consider the environment in which achievements were made
- 4) Avoid global evaluations and summary rankings that fail to consider all of the search criteria.
- 5) Acknowledge uncertainty.