

Application Review Checklist

Make sure all evaluation materials are ready **before** candidate evaluations start.

- Complete and review the Criteria Matrix at the kickoff meeting.
- Establish candidate evaluation rubrics.

Evaluations will be conducted through the Search Committee Application Review process in NEOED, and all committee members will receive a system-generated email notifying them that applications are ready for review.

Review the NEOED resources provided, and check out the help and training resources provided by NEOED.

Evaluate **all** applicants based on all established criteria for qualifications that are selected to be evaluated at the application stage in the criteria matrix. Utilizing an evaluation rubric will be helpful for the committee. Remember to:

- Take your time. Spend sufficient time evaluating every candidate.
- Look for the strengths in each candidate, before critiquing weaknesses.
- If using a pass/fail rating, have the Equity Advocate be the final rater within NEOED. The system is designed so that the most recent rating will override previous ratings. This will ensure that the rating is correct for HR to advance the correct candidates to the next phase.

Conduct an application review meeting for search committee members to deliberate and make final decisions on retaining applicants for interviews and selecting candidates who will not persist.

- Search committees are required to select an accurate inactivation reason and leave a detailed comment explaining why a candidate did not persist through the process. Comments should appeal to the criteria matrix and evaluation rubrics created by the committee. If the committee would like to add an inactivation reason, please email aweil@whitworth.edu to have a reason added.