

## PEOPLEADMIN 7.0 TIERING OF APPLICANTS

During the review of applications for recruitments, the Search and Screen Committee/Panel members will be responsible for assigning “Tiers” to all applicants. The tier definitions and corresponding reasons (for Tier 2) are listed below.

Please note that the ONLY applicants who can comprise Tier 3 are those who do not meet the “required” qualifications for the position as outlined in the advertising text and selection criteria documents for the recruitment. Once an applicant is given Tier 3 status, they cannot be moved out of Tier 3.

**Tier 1:** High Interest in Applicant: Meets minimum qualifications – Phone Screen or Interview on Campus/  
Finalist

*Note: After initial phone screen/pre-screen interviews: Leave in Tier 1 or move to Tier 2 if not selected for final interview/on campus interview. Please call candidates moved in Tier 2 and let them know that we are moving forward with other candidates who more closely align with the needs of the university/position.*

**Tier 2:** Moderate Interest in Applicant: Applicant Meets Minimum Qualifications but not Tier 1. Must select a reason for Tier 2. This is not only required; it also helps generate communication to applicant.

**REASONS: (choose the reason that best fits for each applicant)**

- Faculty - Lacking a terminal degree (PhD)
- Faculty - Lacking earned doctorate degree in required field.
- Faculty - Lacking demonstrated potential for teaching excellence.
- Faculty - Lacking prior university level teaching excellence.
- Faculty - Lacking record of success in performance.
- Faculty - Lacking experience in professional level collaborative performance.
- Faculty - Lacking demonstrated commitment to the public liberal arts.
- Faculty - Lacking demonstrated success in student retention.
- Faculty - Lacking demonstrated commitment to continued professional development.
- Faculty - Lacking willingness and interest in utilizing technology in the classroom.
- Faculty - Lacking demonstrated effective leadership and teamwork skills.
- Does not meet the identified needs of the department
- Lacks technical competence, administrative or performance experience
- Not making satisfactory and timely progress on terminal degree, e.g., Ph.D.
- Lacks preferred experience
- Lacks publication/composition/exhibition record
- Research or portfolio does not meet identified needs
- Lacks service contributions
- Accreditation standards of degree-granting institution do not meet acceptable levels of quality and academic standards
- References do not support application materials
- Qualified but withdrew from consideration
- Incomplete applicant documents (reference letters not received by committee review)

*Note: If applicant in Tier 2 applicant has either been reviewed OR pre-screened*

**Tier 3:** No Interest: Applicant Does Not Meet Minimum Qualifications

*Note: Applicants in Tier 3 cannot be moved to Tier 1 or Tier 2.*