HigherEd Platform: Search Committees: Creating and Managing Evaluative Criteria

There are two ways to create evaluative criteria (which may be labeled ranking criteria in your site). The first is done in the Admin module, and the second is done on individual postings.

Creating an Evaluative Criterion in the Admin Module

Select Assessment Factors > Evaluative Criteria. Next, select Actions > Create New Evaluative Criterion.
Fields

Next, fill out the following fields:

- **Name/Label** - These fields are searchable in the *Evaluative Criteria* menu, and therefore will help you locate a criterion to modify or inactivate.
- **Status** - You can set a criterion to **active**, **pending**, or **inactive**.
- **Category** - Use this field to group your criterion with similar criterion. Select *Actions > Manage Categories* to review, edit or create categories. This is the only optional field.
- **Description** - This field displays to users when viewing the *Evaluative Criteria* tab on a posting. As a best practice, **Description** should be a specific request or prompt.
Response Type

There are two types of responses to an evaluative criterion: open-ended and pre-defined. An open-ended criterion prompts for a text response from the evaluator. A pre-defined criterion provides a set list of options. To add pre-defined responses, select Predefined Answers and enter a Possible Answer. Every time you add an answer, HigherEd Platform will create new blanks. Once you click Create Evaluative Criteria, any blank responses will be discarded. You can drag responses to re-order them.
When you have finished adding and ordering responses, click **Create Evaluative Criteria**.

**Creating an Evaluative Criterion on a Posting**

Navigate to the posting, then click the **Edit** next to the **Evaluative Criteria** tab. Click **Add a Criterion**.
Next, click **Add a new one**.

In the popup, create the criterion as detailed in the **Fields** and **Response Type** sections above. When you click **Submit**, the criterion will be added to the posting. By default, the workflow state associated with this criterion will be **Draft**. To change the workflow state, click the criterion’s **Description**.

**Deactivating and Deleting Criteria**
If your criteria library is too large, or contains too many duplicate or similar criteria, you can reduce the number of available criteria in the Admin module’s Evaluative Criteria menu.

Criteria associated with postings or positions can be **deactivated**. Criteria not associated with any object can be **deleted**.
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