

## 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 phone screen/pre-screen interviews: Leave in Tier 1 or move to Tier 2 if not selected for final interview/on campus interview.*

**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*):

- 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 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.*