

# Binghamton University

## Division of Diversity, Equity & Inclusion Search Form

### Search Committee Applicant Rubric

#### Instructions for Determining Zoom Phone Screening Applicants

##### Format the Rubric:

\*\*\*\*Search Chairs Instructions\*\*\*\*

- 1) Select the questions for the committee, using only the degree and skill-set questions listed in the COREquisites (excluding Preferred).
- 2) Limit: Include up to 8 questions in the rubric.
- 3) Save and Distribute: Once the rubric questions are selected, the Search Chair must save the formatted rubric. A copy should be submitted with the Part I form, and additional copies should be shared with the committee for use when reviewing the applicant pool.

##### Complete the Rubric (Use to determine Part IIA candidates):

\*\*\*\*All Search Committee Members\*\*\*\*

- 1) Review Each Application: Carefully review each applicant's materials, including their resume, cover letter, and any other submitted documents.
- 2) Fill in the Applicant's Name: The Search Committee will enter the applicant's name on the rubric.
- 3) Answer Each Question: Mark "Yes" for applicants who meet the essential qualifications, and "No" for those who do not.
- 4) Record your decisions in the provided spreadsheet, ensuring your responses are clear and reflect your honest assessment.
- 5) Committee Discussion: Review the results collectively during the next committee meeting to decide which applicants will be invited for a Zoom phone screening.

*Note: All rubrics from every search committee member must be included with the Part II A form.*

#### Questions

1)
2)
3)
4)
5)
6)
7)
8)

Applicant Name (First & Last)	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6	Question 7	Question 8

#### Notes: