

UNIVERSITY OF CALIFORNIA, SANTA CRUZ  
**ACADEMIC RECRUITMENT RECORD**

PART B: APPLICANT SCREENING

Provision #: \_\_\_\_\_ Total Applicants: \_\_\_\_\_  
Department: \_\_\_\_\_ Total Candidates: \_\_\_\_\_  
Division: \_\_\_\_\_ Total Interviewees: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Reviewed for Submission by: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Final Filing Date: \_\_\_\_\_ Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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**MARK AS APPLICANT EVERY INDIVIDUAL WHO APPLIED FOR THIS POSITION:**

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

**MARK AS CANDIDATE THOSE WHO MEET THE MINIMUM REQUIREMENTS:**

Give reasons for eliminating any candidate from further consideration.

**[If tenure-track, annotate with terminal degree, or if applicable, provide future completion date of degree]**

**MARK AS INTERVIEW THOSE WHO WILL BE INTERVIEWED:**

Those who will be interviewed should be indicated with the interview status. Departments may wish to identify several candidates as alternate interviewees, in case interviewees withdraw or decline an offer of an interview. Rank alternates in order of possible interview and comment briefly on why any alternates were not selected for interview at this time.

Attach the **curriculum vitae** for each interviewee and alternate interviewee (not required for Lecturer Pools).

**POOL RECRUITMENTS:**

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

Those that meet the advertised minimum qualifications should be indicated as a candidate. Give reasons for eliminating any candidate from further consideration.

Those candidates that have satisfied the necessary criteria should be added to the on-going pool and indicated as pool qualified.

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<u>Name</u>	<u>Terminal Degree</u> (or if applicable, future completion date of degree)	<u>Status</u>	<u>Comments</u>
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