# Applicant Rating Methods

One of the simplest methods of rating applicants has proven to be very successful at SUNY Delhi. The members of the search committee each review candidate materials and assign each applicant a rating of "yes" (we should definitely interview this person), "maybe" (I am unsure about this candidate) or "no" (I have no further interest in this candidate), based upon previously agreed upon criteria. Committees are strongly encouraged to verify the information supplied on applications, resumes and other supporting documentation during the scoring process.

Points are then assigned to the ratings as follows:
- "yes" = 3 points
- "maybe" = 2 points
- "no" = 1 point

Ratings by all of the members of the committee are tallied and those with the highest scores become semi-finalists and are granted telephone interviews. This method is also very effective in deciding upon finalists for on-campus interviews after telephone interviews have taken place.

Where committee members have given the same applicant widely divergent ratings, it is important to discuss those candidates before making final decisions. When reviewing a large number of resumes, it is easy to overlook information (either positive or negative).

To assist in developing ratings, committees may want to list the qualifications (from both the job description and the charge from the appointing authority) and develop a series of questions that committee members should ask themselves when reviewing resumes. A sample follows:

# Checklist for review of candidate's vitae

Position: Vice President for Administration                    Candidate # _____

Earned MBA or appropriate degree?
            ____yes            ____no


Years of management experience:
Years of higher education experience:
SUNY or public higher education experience:
What evidence is there of proven leadership?
What evidence is there of a strong management background?
What evidence is there of communication skills?
What evidence is there of a background in the areas supervised (maintenance, facilities, capital construction, human resources, affirmative action, budget, business affairs, print shop, auxiliary services)?
What evidence is there of entrepreneurial skills and a successful record of funding development and innovation?
What evidence is there of successful labor relations/labor management experiences?
What evidence is there of experience in using technology to streamline systems and to effectively present information?
3 professional references?
Other perceptions (positive or negative)?


  Interview?     ____ yes          ____ maybe    ____ no




The following roster may be used to record ratings:

| Number | Yes | Maybe | No | Score* |
|--------|-----|-------|-----|--------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

  *Score:        yes= 3        maybe = 2      no = 1