Quick Reference Guide: Evaluative Criteria

Instructions: Use the following steps to create Evaluative Criteria for a posting. Once added, this information will be used to rate applicants and allow Search Committee members to make comments based on their review of the applicants.

Adding Evaluation Criteria

After you have selected Create New Posting and reached Editing Posting, you will be able to add criteria by selecting the Evaluative Criteria tab.

Adding New Criteria

1. Click on the button labeled Add a Criterion. A pop up section will appear where you can add an existing criterion or create a new one.

2. If criteria that matches the specifics of the posting based on the qualifications is not available, new criteria can be added by clicking Add New One.
3. The required information of **Name; Label** (Can be the same as name); **Category** (please select the most appropriate type of criteria, if the most appropriate category is not listed please make a note in the description); and **Description** (an explanation of how to rate the applicant based on the criteria and which is the highest/lowest rating).

4. Possible answers for criteria can either be open-ended questions or predefined answers.
   a. **Open-ended Questions** will be questions as listed in the **Description** of the criteria and answered in the comments section when the Search Committee evaluates the applicants.
   b. **Predefined Answers** are set when creating the criteria and will be visible to the Search Committee as a drop down option during evaluations.

**Note:** All new criteria will be reviewed and approved by the Office of Equal Opportunity and Compliance before the posting is approved for advertisement. Once approved the criterion will move from a status of **Pending** to **Active**.

### Adding Existing Criteria

1. Click on the button labeled **Add a Criterion**. A pop up section will appear where you can add an existing criterion.
2. There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Selecting Criteria and setting Workflow State, Adding Points, and Weight

1. To select a criterion, check the box next to the desired criterion. The information will drop down to show the Possible Answers and the option of the workflow state at which the Search Committee members can begin evaluating. It is suggested that the Applicant Workflow State remain as Under Review by Department so the review can begin as soon as applications are received.

2. Once all desired criterion have been selected, Points and Weight can be added that will be calculated through the system, once the Search Committee members have completed all the evaluations.
   a. To assign points, click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.
   b. To add criterion weight, designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).
**Included Evaluative Criteria**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Weight</th>
<th>Workflow State</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Experience</td>
<td>Denote the years of library experience indicated by the application material or other screening methods, if applicable.</td>
<td></td>
<td>Under Review by Department</td>
<td>active</td>
</tr>
</tbody>
</table>

- **Name**: Years of Library Experience
- **Label**: Years of Library Experience

**Workflow State**

- Under Review by Department

**Possible Rankings**

- 0
- 1
- 2
- 3
- 4
- 5

**Note**: Continue this process for all criterions until all desired information is listed under **Included Evaluative Criteria**.