

## Screen Four Sample: Finalist Evaluations

*This standard evaluation form may be adapted for distribution during finalists' campus visits to gather campus and community input in the evaluation process.*

***[Position of Current Search], [Semester]***

The Search Committee for ***[Position of Current Search]*** would appreciate your thoughts and observations about the perceived strengths and weaknesses of each finalist. In formulating these comments, please refer to the position criteria as described in the position announcement on the reverse side of this form. All responses will be used solely for the assessment of the finalists.

***Please return the evaluation form as soon as you have met with each finalist to:***

***[Academic Unit Representative, Address].***

**The completed evaluations must be received no later than *[Date]* in order to be taken into consideration for the Search Committee's recommendation to the Chair. Thank you!**

**Finalist name:** \_\_\_\_\_

**Strengths:**

**Weaknesses:**

**Overall Evaluation:** (check one)

***Additional comments welcome!***

- \_\_\_\_\_ 1. Excellent candidate, no reservations
- \_\_\_\_\_ 2. Very good candidate, perhaps some reservations
- \_\_\_\_\_ 3. Good, acceptable, some reservations
- \_\_\_\_\_ 4. Marginal, reservations
- \_\_\_\_\_ 5. Unacceptable

**Name (Optional):** \_\_\_\_\_

**Type of contact with finalist:** \_\_\_\_\_  
*(one-on-one, group interview, open forum, reception etc.)*