

Template:Criteria for a Search

Examples of criteria, descriptions, etc.—Note that these are abridged, and that some may carry their own biases

Core Criteria (max. 5)	Description	Evidence	Rank/ Weight
Excellent researcher	Science of outstanding quality Strong, respectful protocols for working with research populations		

Template: Tracking Criteria Across a Search

This tool can help committees avoid biased decisions. It encourages them to pay attention to all the evidence about each candidate ensuring more holistic, accurate evaluations

Steps

- Devise a simple scale and define each level carefully. E.g., *adequate*, *weak* or *not noted*; Present or absent; or your own scale
- For each cell, indicate how much that criterion is present in that set of materials.
- When discussing candidates and making decisions, use the scoring as a guide but not as the final answer. Instead, refer back to the evidence in the application to verify that it matches the scoring, and compare across candidates.
- Look at every column in determining how well a candidate meets each criterion, not just the most recent or interesting.

Benefits and ways this reduces bias

- Gets committee to review every source of information, not just select ones
- Keeps focus on criteria in the candidate's application, not just the most recent or interesting.