

Shortlist Report

Applicant Management

Remember: Only applications that are completed prior to the review date and marked as “Meets Basic Qualifications,” can be seen by the committee reviewers.

Before the Review Date / Close Date

- Make sure the demographics of applicant pool and shortlist are similar in composition to the availability
- Implement additional outreach if necessary

Field of study	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
Campus: Linguistics	40.8%	59.2%	3.4%	7.6%	10.2%	1.0%	22.3%	75.9%
Campus: Rhetoric and composition	36.2%	63.8%	4.5%	3.7%	3.6%	2.5%	14.3%	83.8%
Campus: Curriculum and instruction	24.8%	75.2%	12.5%	7.2%	5.9%	1.5%	27.1%	71.7%
Average	30.4%	69.6%	9.0%	6.6%	6.4%	1.6%	23.6%	75.0%

Pool demographics
The diversity of the pool as the search progresses. Watch for any large shifts from one row to the next. Note, respondents who declined to state are not included in the percentages below.

Pool	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
All responses see candidates	30.7%	69.3%	0.0%	20.0%	14.1%	1.2%	35.3%	64.7%
All applicants see candidates	32.7%	67.3%	0.0%	15.1%	11.3%	1.9%	28.3%	71.7%
Shortlist see candidates	30.6%	69.4%	0.0%	17.6%	5.9%	0.0%	23.5%	76.5%

Advertisements and Outreach

- Ensure all Planned Outreach efforts that have been fulfilled are entered in the Actual Outreach section
- Enter additional outreach done by the committee in the Actual Outreach section, this can include:
 - Emails to colleagues, students, professional associations, list-servs, mailing lists, conferences, meetings, professional or academic social media accounts, printed materials for distribution
 - Emails to all incomplete applicants ahead of deadline
 - Emails to applicants to previous recruitments
- Upload evidences of outreach efforts, make sure the evidences include a date stamp (mm/dd/yyyy) and the link to the job on Recruit
- Enter justification for any incomplete outreach efforts and what was done to supplement that deficiency.

Documentation

- Upload Contributions to Diversity ratings for all shortlisted applicants
- Any additional committee reviews (section sub-committees, Divisional Excellence Reviews, etc.) should be documented in Selection Plan
- Any rubrics used in the evaluation of applicants should be uploaded to Documentation tab
- Any emails of withdrawal by applicants should be uploaded

Dispositioning Applicants

Applicants deselected at the shortlist stage require few steps. Please select all disposition reasons that apply to the applicant.

Applicant Status	Disposition Reason	Disposition Comment
Complete:	Yes- all that apply	Not Required
Serious Consideration:	Not Required	Not Required
Recommend for Interview	Not Required	Not Required
Withdrawn	Yes	Yes- upload statement of withdrawal if available