**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Application Materials** **Received**  | **Required Qualifications (from position announcement)** | **Preferred Qualifications (from position announcement)** |
|[ ]  Letter of interest |[ ]  PhD Degree |[ ]  2 years experience in teaching |
|[ ]  Curriculum Vitae  |  | *Field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |[ ]  Post- doc experience  |
|[ ]  Contact information for at least 3 current References |  | *School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
|[ ]  Transcripts  |  | *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
|[ ]  Other  |[ ]  Research Area  |  |  |
|  |  |[ ]  Experience with graduate teaching  |  |  |

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| **Notes:**  |
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**Evaluator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Notes:**  |
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**Evaluator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Notes:**  |
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**Evaluator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Checklist**

\_\_\_\_ Interview Itinerary

\_\_\_\_ UTEP/El Paso Recruitment Information

\_\_\_\_ References Checked

\_\_\_\_ Regret Letter sent

\_\_\_\_ Reason(s) for non-selection entered

\_\_\_\_ Uploaded search related document(s) to ATS (Hirezon)

**Action**

\_\_\_\_ Certification of Applicant Pool

\_\_\_\_ Short List

\_\_\_\_ Phone/Virtual Interview

\_\_\_\_ Campus Interview

\_\_\_\_ Recommend for Hire