**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