



**Workforce Diversity Plan  
Hiring Evaluation Checklist**

**Sam Houston  
State University**

Requisition #: \_\_\_\_\_ Title: \_\_\_\_\_ Selected Candidate: \_\_\_\_\_

1.	Was the process followed as outlined in the Human Resources Staffing Policy (E-1) or the Academic Instructional Staffing Policy (800114) for Faculty? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have at least one of the selected candidate's references been checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	What criteria was used to determine the list of candidates to be interviewed (i.e., preferred qualifications, higher educational degree level, certifications, additional experience, etc.)?	
4.	Did any of the applicants who met the minimum qualifications of the position self-identify as being eligible for the Veteran's Employment Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	If you answered yes to question number 3, were at least 20% of the total number of candidates interviewed applicants who self-identified as being eligible for the Veteran's Employment Preference and who also met the minimum qualifications of the position? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Were the candidates who were interviewed asked the same interview questions that cover objective, job related criteria? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Did the hiring department advertise in any other publications, at conferences, with professional organizations, etc., specific to the position (excluding any employment ads placed by the Human Resources Department)? If yes, please list all sources used:	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Did the selected candidate demonstrate the ability to work effectively with diverse employee and/or student groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	What do you believe the selected candidate will bring to the position that sets this candidate apart from the rest of the applicant pool?	

\_\_\_\_\_  
Signature – Hiring Manager or Search Committee Chair

\_\_\_\_\_  
Date

<b>Human Resources Section:</b>	
Reviewed by:	Date: