

APPLICANT INFO AND SHORTLISTING PROCESS

Required form for searches where non -Canadian/PR hired

POSITION INFORMATION:

Faculty:

Department:

Position Title:

Position number:

Total number of applications received.

Total number of Canadian/Permanent Resident (PR) applicants.

For each unsuccessful Canadian/PR applicant not interviewed : Provide an explanation as to why the candidate did not meet the requirements of the position with reference to the position criteria stated in the advertisement. A spreadsheet is recommended for large applicant pools. Names of candidates are not required. (Example: applicant #1 has not completed PhD, applicant #2 research in wrong field).
*Attach additional document if provided space is insufficient.

Define the specific criteria/rubric used to assess the applications. NOTE: These criteria MUST correspond to the position requirements as indicated in the advertisement.

W K L V L Q I R U P D W L R Q L V U H T X L U H G D V S D U W ² Reservations may be copied and pasted below. Attach additional document if provided space is insufficient.

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and narrowing down the candidates, to arrive at the final shortlist. At each stage of the process, list the number of Canadian/PR applicants found unqualified.

*most of this L Q I R U P D W L R Q L V U H T X L U H G D V S D U W R I ² Reservations may be copied and pasted below. Attach additional document if provided space is insufficient.