

Sample matrix/rubric

Professor of Social Equity

We had 20 applicants total. 2 asked to be withdrawn from consideration (Jones, GH and Jones, IJ). 12 have not earned the required degree (list all 12 names) and have therefore been excluded. The other candidates are listed below, and the top three for whom we would like to conduct phone interviews, are highlighted.

	Required qualification as outlined in job announcement (10)	Required qualification as outlined in job announcement (10)	Required qualification as outlined in job announcement (10)	Preferred qualification as outlined in job announcement (5)	Preferred qualification as outlined in job announcement (5)	Other criteria (5)	Total score	Reason for interview selection or exclusion; Notes
Smith, AB	x	x	x	5	2.5	---	37.5	Applicant meets all required qualifications, and most of the preferred
Smith, CD	x	x	x	5	2.5	---	37.5	Applicant meets all required qualifications, and most of the preferred
Smith, EF	x	x	x	2.5	2.5	---	35	Applicant meets all required qualifications, and some of the preferred
Jones, AB	x	----	x	2.5	5	---	27.5	Excluded because applicant does not have the required certifications as listed in the job announcement
Jones, CD	----	x	x	5	5	---	30	Excluded because applicant does not have the required degree as listed in the job announcement
Jones, EF	x	x	x	5	5	---	40	Strongest applicant; meet all required and preferred qualifications