“FORM B” EXAMPLES

Quick Notes:

1. It is very important to take detailed notes on each candidate’s application.
2. Candidates MUST be screened on the basis of advertised criteria.
3. Simply stating “less qualified” or “not a good fit” will not be considered sufficient for exclusion.
4. Give reasons to exclude a candidate. For example, if the candidate’s specialization is in the wrong area, state the area that is incorrect: “specialty in wrong area (not archaeology)”; “specialty not in theory (advertised area)”; do not say “no interest in the advertised area of specialization.” Instead report that there is “no stated interest in the advertised area.”
5. Below are examples of phrases that have been used on Form B to explain why a candidate is not as competitive as others. These are assembled from several successful searches and have been reviewed by HR.

Criteria for non-selection: i.e., specialty in wrong area; no work experience in field, etc.

- low teaching experience
- Ph.D. not in anthropology
- specialty in wrong area (not archaeology)
- no experience as instructor of record
- specialty not in theory (advertised area); CV does not list theory as area of expertise
- primary expertise duplicates current expertise in African diaspora and historical archaeology
- secondary areas do not match job advertisement
- low teaching experience; no research or scholarly publications
- Few recent published works
- low teaching experience in primary area; no teaching experience in advertised areas
- withdrew from search on [provide date]
- specialty in wrong area – stated area is medical sociology, not social psychology as advertised
- no physical anthropology teaching experience; area of expertise is cultural anthropology, not in advertised area
- no relevant teaching experience; unable to determine Ph.D. degree major
- stated specialty not in advertised areas; has not taught theory
- low recent research productivity
- specialty in wrong areas; no cover letter
• no undergraduate teaching experience as instructor of record
• low recent research productivity; variable work history
• research agenda not clearly articulated; doesn't address research agenda in application letter
• no stated expertise in primary advertised area
• low teaching experience in primary area; no teaching experience in advertised areas (social theory)
• withdrew; declined interview [give date withdrew]
• withdrew after interview; took other job offer [give date withdrew]
• no stated expertise in primary area
• research agenda not in primary area; research record not established;
• wrong area of expertise; research in neither primary nor secondary areas
• not taught primary advertised area; no research record
• wrong area of expertise; research in neither primary nor secondary areas
• no experience in secondary areas; main areas of political and cultural sociology not in line with department needs
• no stated expertise in gender/women's studies; publications and research in sociology of religion
• no stated expertise in race/ethnicity; no teaching or research in advertised area – race/ethnicity; primary area is family