

**UW-Madison
Assessment and Evaluation Plan**



When to use this form?	This form documents the steps of the assessment and evaluation process used during the hiring process.
Contact with questions:	Division Human Resources Representative
Submit completed form to:	Division Human Resources Representative

POSITION INFORMATION

Hiring Unit: UDDS		Department Name	
Position Title		CHRIS Position Vacancy ID/PVL #	
Hiring Administrator	Last Name	First Name	
	Phone Number	Email Address	
Close Date of Application:	DD	MM	YYYY

HIRING SUPERVISOR/MANAGER

Hiring supervisor/manager responsible for primary screening and secondary screening/interview process:

If multiple employees or a search committee (were/will be) used for assessment process, please list all employees used:

If multiple employees or a search committee (were/will be) used, which phase did employees or search committee participate in:

PRIMARY SCREEN PHASE (required)

(Please attach additional documentation if necessary)

What non-discriminatory job related criteria (were/will be) utilized to initially screen the pool (e.g. minimum requirements)?

What method (e.g. interview, resume screen, application review) will be utilized to apply non-discriminatory job-related criteria equitably?



SECONDARY SCREEN (if necessary)

(Please attach additional documentation if necessary)

What non-discriminatory job related criteria (were/will be) utilized in the secondary screen?

Please explain the method used for the secondary screen process.

INTERVIEW (required)

(Please attach additional documentation if necessary)

What non-discriminatory job related criteria (were/will be) utilized in the interview?

Please describe interview process (include number of rounds, interview format, description of interview, etc.)