

Qualification	Required? Is this required or preferred? What is the relative importance?	Relationship to job What aspects of the job might they not be able to do/do well without this?	Evaluation Criteria What are you looking for to know if they have met this criterion? Is it possible for someone to qualify on this criterion in a nontraditional way? If so, what are the different ways someone might demonstrate it?	When to Assess When and where we can reasonably expect to be able to assess this criterion?
				Application <ul style="list-style-type: none"> • CV • Letter • Other Preliminary interview Site Interview Reference Checks
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Qualification Matrix Template, adapted from Oregon State University.

To achieve maximum benefit, the matrix should be completed in conversation with the committee as a whole prior to examining any applications and knowing the identity of the applicants. When talking through the qualifications, ask: Are there any other criteria (or preferences) not explicitly stated that you, as committee members, are looking for? (e.g., while a Ph.D. meets the minimum requirement, a Ph.D. from a non-R1 university is not as desirable as a Ph.D. from an R1 university). The Qualification Matrix is designed to help get at the nuances of what committee members are looking for in assessing stated and unstated qualifications.