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## How You Will Be Evaluated

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Applicants meeting the minimum requirements will be further evaluated to determine those who are best qualified. This determination will be based, in part, on the following **Quality Ranking Factors** (QRFs):

1. Ability to demonstrate the appropriate temperament to serve as a judge.
2. Knowledge of immigration laws and procedures.
3. Litigation or adjudication experience, preferably in a high volume judicial or administrative context.
4. Experience handling complex legal issues.
5. Experience conducting administrative hearings or adjudicating administrative cases.

Applicants are required to address each of the five (5) QRFs in narrative form, to the best of the applicant's ability. **A response stating only that the applicant does not have experience will not be considered as addressing the affected QRF.** Applicants that do not have experience within a specific factor should instead discuss a similar skill/ability/knowledge/experience for evaluation. Failure to address each factor at this minimum level will result in an ineligible determination. The QRFs must be addressed on a separate document which indicates the by-number of the specific QRF being addressed. Applicants should be thorough in addressing each QRF. For example, applicants addressing QRF #3 (litigation or adjudication experience) should discuss the approximate number of cases or matters handled in a given period of time, the applicant's specific role (e.g., adjudicator, first chair, co-counsel, responsible for the written brief only, etc.), and the length of time involved in a given role (e.g., lead counsel in 20 immigration proceedings in 10 years). Applicants should also include specific examples of the types of cases (asylum application, pleas, settlement, bench trial, jury trial, etc.), the number of court and/or administrative appearances made in those cases, and the case dispositions (ruling on the merits, plea or similar resolution, settlement, trial, jury trial, etc.) Conclusory statements (such as, "the applicant has been involved in a substantial amount of litigation") without further elaboration will receive little or no weight in the evaluation of the QRFs.

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