

## Committee Chair Duties and Responsibilities

### Pre-Screening

- \_\_\_ 1. Contact the Human Resources Development and Personnel Services (HR) Office for the assignment of an Equal Employment Opportunity (EEO) Representative to the selection committee, allowing (5) working days lead time.
- \_\_\_ 2. Complete the Selection Committee Membership form and identify members to serve on the committee. Be sure to include, as appropriate:
  - \_\_\_ Subject Matter Experts (Faculty Positions)
  - \_\_\_ District Administration (Management Positions)
  - \_\_\_ Dean or Division Dean (If appropriate)
  - \_\_\_ Appointees from Academic Senate (Faculty/Management Positions)
  - \_\_\_ Unit Representative, as appropriate
- \_\_\_ 3. Composition of the committees should reflect culturally and economically diverse members.
- \_\_\_ 4. The EEO Rep. must be at all of the committee meetings to discuss and develop the criteria and interview questions to be utilized for the screening process and interview.
- \_\_\_ 5. Assure that committee members are given pertinent technical information and background about the position so they can each make an intelligent, informed decision in screening applicants.
- \_\_\_ 6. Alert the HR Office of the committee's initial meeting, 3 days in advance to ensure that the Office has enough time to put together folders for each committee member. Be sure to include, date, time and location of the 1<sup>st</sup> meeting. The first meeting of the selection committee should be held to develop screening criteria and interview questions. Both of which must be completed prior to the committee screening any applications.
- \_\_\_ 7. After completing the Rating Sheet and Interview questions, forward both to the HR office. The office will need (3) working days before the scheduled application screening process may begin. Once the Rating Sheet and Interview Questions have been approved, no changes may be made to it without the approval of the HR office.
- \_\_\_ 8. Ensure that all EEO Guidelines are followed.

### Paper Screening

- \_\_\_ 1. The HR Office will notify the selection committee by e-mail when applications are ready to be screened.
- \_\_\_ 2. Make sure that all committee members are aware and have made note of all meeting dates/times and locations. Please be sure to notify the HR Office of all meetings dates/times/locations.
- \_\_\_ 3. Monitor the integrity of the committee screening process. Letters from members of the screening committee are allowed on Academic recruitments. To avoid any accusation of conflict of interest, inform committee members that are serving on Classified positions that anyone who has written or will write a reference letter for an applicant in the applicant pool (unless he or she is or was the immediate supervisor) is required to withdraw themselves from the screening for the position.
- \_\_\_ 4. Assure that prior to screening applications, committee members have reviewed and discussed the:
  - Job announcement; Qualifications - Knowledge, Skills, Abilities
  - Confidential Statement Form - Signatures from all committee members
  - Conflict of Interest
  - Supplemental materials
  - Minimum Qualifications
  - Appropriate Rating Sheet Scales
  - The Method of Scoring
  - Process for determining final candidates

- \_\_\_ 5. Commence the screening process, emphasizing to the committee members that all matters concerning the process are confidential, and as such, must not be shared outside with anyone. Remind the committee that a "Confidential Statement" Form was signed by each member and is retained in the position's work folder in the HR office as a permanent record.
- \_\_\_ 6. After the paper screening, discuss applicant's strengths and weaknesses without revealing scores. This process will assure:
  - Consistency of individual scoring
  - Discussion of applicant's other qualities
  - Elimination of "game playing" by:
    - Preventing "weak" committee members from being swayed by their peers
    - Revealing the "buddy system" of support by certain colleagues
    - Stopping any "experienced" committee member who may be more verbal or has more authority from manipulating the rating process

## Interview

- \_\_\_ 1. Have the committee as a whole and in consensus determine the interview pool. Bring back all of the committee folders and applications. Alert the office as to when the committee would like to hold interviews, including the date and time. If this is an Academic or Management position, please check with the President's Office to ensure that he/she will be available the same day of interviews.
- \_\_\_ 2. Interview calls will not be mailed until the interview pool has been approved by the HR office.
- \_\_\_ 3. Schedule a date, time and location that the committee can meet with the President to discuss the final candidates after having interviewed all of the candidates., preferably on the same day.
- \_\_\_ 4. After an interview question has been asked, follow-up questions are limited only to those needed for clarification without the use of any conjecture or leading questions.
- \_\_\_ 5. Assure that an equal amount of time is scheduled for each candidate and that each candidate is asked the same questions.
- \_\_\_ 6. Determine with the committee if candidates will be asked to submit supplemental materials or give a teaching demonstration the day of the interviews. If so, all candidates must be notified of this opportunity in advance of the interview. Upon direction from the chair, the HR office will notify the candidates of this option when the interview confirmation letters are mailed to the candidates.
- \_\_\_ 7. If notes are taken during the interview, advise committee members to do so with discretion while maintaining eye contact with the candidate. These notes will become part of the permanent position process file.

**Note: The EEO Rep. may stop the interview process at any time for alleged discrimination against one or more candidates, and/or if deviation from district employment procedures has occurred.**

## Selection

- \_\_\_ 1. Forward the interview bucket/box with all materials (including all name plates, pencils, etc.) and applications of the unranked finalists to the Personnel Director.
- \_\_\_ 2. All application packets must be returned to the HR Office in alphabetical order within 24 hours of the interview, unless reference checks are going to be conducted.
- \_\_\_ 3. For Academic and Management positions, meet with the Chancellor/President to discuss final candidates for the final selection.
- \_\_\_ 4. Employment verification (reference checks) will be made only at the end of the entire process by the Vice President of Instruction, Vice President of Student Services or the Personnel Director.
- \_\_\_ 5. The position will be forwarded to the Board of Trustees for approval pending fingerprint and background clearance after the recommended selection has been delivered to HR office .

**Note: The HR Office will send letters to all of the applicants. Letters will be mailed only after the Board of Trustees has approved the final candidate. Any offer of employment is binding upon the terms and conditions of agreement between the candidate and the District.**