

Screen Committee Composition

The Screen Committee process is used for the recruitment of faculty along with management, technical and confidential staff.

Selecting the Screening Committee:

The committee is comprised of a diverse group of individuals invited to participate by the Hiring Manager and /or Supervisor.

Diversity encompasses, but is not limited to race/ethnicity, gender, disability, age, and position (e.g. manager, staff, student, and community participant). A diverse committee adds new and beneficial perspectives to the applicant screening and assessment processes.

When selecting members of the committee, keep the following in mind:

- Try to find committee members who are available to participate fully for duration of the recruitment process. If someone knows in advance they will miss any part of the process, it's not a deal-breaker but you may want to consider finding a different member. If a member of the committee is not available during the scheduled interview of an applicant, that member will recuse themselves from providing input regarding the candidates during that phase of the process.
- In general, a committee should not be less than four persons, nor exceed six persons.
 - Instructional positions will have instructional staff on the committee. Ideally instructors from the discipline or closely related. Full and Part Time instructors should be considered for the committee.
- Your committee should be diverse in terms of age, gender, ethnicity and work/life experiences. Just as important are picking members who understand the open position, can objectively evaluate the applicants, can actively participate in the discussions and can maintain confidentiality.
- Any person considering applying for the open position should not participate as a committee member.

Check all that apply as it pertains to the diversity of your panel members:

- Gender
 Age
 Race/Ethnicity
 Disability
 Work/Life Experiences

Check all that apply as it pertains to experience of panel members:

- Levels of experience with screen process
- Interviewing expertise and skills
- Network connections to underutilized groups
- AA/EEO knowledge and expertise

LIST COMMITTEE MEMBERS BELOW:

1. _____
2. _____
3. _____

COMMITTEE CHAIR:

Hiring Manager:
