

## Screening Committee Guidelines

1. Confidentiality: It is important to protect the integrity and candor of the search committee, as well as the discussion and the process. If you are contacted by a candidate or any other party, please refer them to the committee chair or the Director of Human Resources.
2. The Equity Officer or Human Resources Director will provide the chair and committee membership with College demographics and goals to consider during this process.
3. Evaluate the applications and recommend the candidates to be invited for an interview (telephone/in-person) based on the advertisement for the position, the qualifications listed in the job description and the contents of the submitted application. At this point the committee has decided these individuals best meet the qualifications for the position. **Note:** All candidates must meet the qualifications and be recommended by the committee, even internal applicants. **PSC does not grant courtesy interviews.**
4. Assist with the development of interview questions. All candidates must be asked the same common core questions. You may ask follow-up questions or questions related to information on the application/resume or the answer to a previous question, even if that particular question is only asked of one candidate. Under no circumstances should the interviewers question an applicant on matters related to age, race, religion, ethnicity, marital status, physical ability, gender or dependents.
5. Participate in the interview. Listen closely to the answers and take notes on a separate sheet of paper. Every committee member is important to the process and your opinion is just as valuable as anyone else's opinions.
6. Upon completion of the interview process, the committee will discuss the qualifications of each candidate. Candidates who are the most qualified for the position based on the established job requirements, qualifications, the contents of the application, and the interview will be considered for employment.
7. The Screening Committee shall orally rank qualified candidates to the hiring administrator. The names of the candidates in the written recommendation to the hiring supervisor shall be alphabetized. Whenever possible, it is preferable to have a minimum of three (3) finalists.
8. Committee members may determine that none of the candidates qualify for the position based on job requirements, their qualifications, the contents of their application, and/or the interview. They may at this time make a recommendation to the hiring administrator to re-advertise the position.
9. When the search is completed, please turn in **all** materials related to the search to the HR Department, including your notes. HR will properly dispose of unneeded materials and keep the documents pertinent to the search in case the hiring decision is questioned.
10. If you have concerns about how the process is being conducted, please contact the Equity Officer or the HR Director so they can address any issues that may arise.