

Los Rios Community College District
Equal Opportunity Employment Checklist

A. Position Information

ARC CRC DO/FM/Ethan Wy FLC/EDC SCC Other _____

Certificated Classified Management

Operating Unit: _____ Posting Title: _____ Posting No.: _____

B. Screening Committee

Yes No

- 1. Did the committee members review the job specifications for the position?
- 2. Were job-related objective criteria established for selecting candidates to be interviewed?
- 3. Were the criteria broad enough to ensure a diverse applicant pool?
- 4. Did the committee include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications?
- 5. Was a standard rating system established for screening the applicants?

C. Interview Committee

Yes No

- 1. Did the committee include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications?
- 2. Was the committee advised of standard interview procedures?
- 3. Did the committee review the job specifications for the position?
- 4. Did the committee develop standard questions to be asked of each candidate?
- 5. Were the same questions asked of each candidate?
- 6. Were the same committee members present for all interviews?
- 7. Was a standard rating system established for interviews?

Comments: _____

 Date Equity Representative

*Please forward completed form to the appropriate Dean/Director or President/Vice Chancellor
 for forwarding to District Human Resources.*