



#### SCREENING COMMITTEE:

Screening for Selection of Candidates: Prior to reviewing applications, the screening committee shall establish (with the approval of the Administrative Officer) the basic objective criteria for the selection of candidates. The criteria shall be enough to include a diverse pool of applicants. The Administrative Officer and committee shall agree on the procedures and rating system to be used.

#### INTERVIEWING PROCESS:

The Interview Committee, prior to any interviews, shall agree on procedures, core questions to be asked, rating system, and time limit for the interviews. The Administrative Officer or his/her designee will inform the committee regarding appropriate questions, and rating system. The committee shall submit the questions and rating system to the appropriate dean or director for approval prior to holding the interviews.

#### CHAIRPERSON:

The Chairperson of each interviewing committee shall ensure the Equity Representative fills out Form P-130, Equity Officer Checklist, and send it to the Administrative Officer for inclusion in the interview information packet forwarded to Human Resources. These records shall be kept for three (3) years.

#### ADMINISTRATIVE OFFICER:

The Administrative Officer at each work location will forward the following items to the Human Resources Office:

1. This form (P-137)
2. Equity Report (P-130)
3. Intent to Employ (P-103A)
4. Core Interview Questions
5. Individual Rating Sheets
6. Screening Criteria