

SCREENING COMMITTEE PROCEDURES

Position:

Position No.:

Affirmative Action Job Group:

Areas of Underutilization:

Screening Committee Responsibilities:

- Develop screening and rating procedures. Include proposed criteria, based on the advertised minimum and desirable qualifications, by which the committee will determine applicants to be interviewed (how many will be interviewed, desirable qualifications, special skills, etc.)
- Define how every MQ and DQ is to be evaluated (by a review of the application, interview process, sample lesson, lecture, demonstration, etc.). Decide as a committee whether or not an overall committee score will be assigned to each interviewee.
- Develop interview questions before reviewing applications. This way you will avoid any appearance of bias, e.g., developing specific questions to give a particular applicant an advantage
- Develop interview questions.
 - Must provide for assessment of minimum and desirable qualifications that cannot be assessed by paper review of the application.
 - Should reflect bona fide occupational qualifications including interpersonal and professional talent or potential.
 - Must be job related.
 - Include questions that require the applicant to demonstrate any required skills, i.e., writing exercise, equipment demonstration, short lecture, etc.
 - Ask the same questions of all interviewees.
 - Follow up questions are okay and questions to clarify are okay.
- Define how responses to interview questions will be evaluated. If numeric scores are to be assigned, a rating scale must be developed.
- Determine whether interviews may be conducted by telephone, video conferencing or by any other means.
- Please review the Guideline for Pre-Employment Inquiries. This is a helpful guideline that outlines lawful questions you can ask and unlawful questions to avoid.
- Include statements about any unusual conditions of employment, hours of work, any weekend assignments, off-campus assignments, travel, rural settings, etc. Then ask if the applicant will be able to meet the conditions. Do not ask HOW the applicant will meet

the obligations. Example: questions about who will transport the individual to work and who will take care of children, etc. can be considered discriminatory in terms of marital status.

- Once the committee has reviewed the applications, committee members must disclose any conflicts they may have with any of the applicants.
- Committee members must be present at all interviews. If a member does not attend all of the interviews, the member is excused from the committee and any documentation of this committee member may not be considered.
- After all interviews have been conducted, prepare a recommendation that represents a consensus of the screening committee. Include a listing of strengths and weaknesses of each applicant.

ADA Considerations:

- The interview site is very important. The location must be accessible to all applicants being interviewed.
- Ensure that the person who is scheduling the interviews is aware that the applicant(s) may ask for an accommodation and knows how to respond to the request.

Other Considerations:

- Maintain confidentiality throughout the proceedings and thereafter. The screening and interview process is very confidential and sensitive and because of this any information about the process, the applicants, applicants' ratings, or discussions and recommendations must not be discussed or disclosed with persons or parties who are not authorized to have such information.
- Ensure that the committee follows the procedures that have been established for this process. Problems can occur and do occur when committees do not follow procedures that were established. Avoid changing mid-stream procedures that the committee established at the beginning of the process.
- Ensure that you keep good documentation of the process and take minutes of your meetings.
- Be careful when recording interview responses and not write extraneous comments such as "had difficulty bending over to pick up a piece of paper; must be in bad health" or "may be a big risk...liability issue."
- After your assignment is completed, do not keep screening committee material. All material should be collected and kept in a confidential file with the appropriate office.

GUIDELINE FOR PRE-EMPLOYMENT INQUIRIES

The following pre-employment inquiry guide should be brought to the attention of all interviewers:

SUBJECT	LAWFUL INQUIRIES	UNLAWFUL INQUIRIES
Name	Whether applicant has used another name (for the purpose of checking the applicant=s past work record).	Inquiries about the name which would indicate applicant=s lineage, ancestry, national origin, descent, or marital status (i.e., maiden name). Inquiry into previous name of applicant (if not for the purpose of checking the applicant=s work record). Mr., Mrs., Miss, or Ms.
Address or Duration of Residence	Applicant=s address. Inquiry into place and length of current and previous address.	Specific inquiry into foreign addresses which would indicate national origin.
Birthplace, Citizenship	ACan you, after employment, submit verification of your legal right to work in the United States?@ ...or a statement that such proof may be required after being hired.	Whether applicant, parents, or spouse are naturalized or native-born U.S. citizens. Birthplace of applicant. Birthplace of applicant=s parents, spouse or other relatives. Requirement that applicant submit proof of birth document prior to hiring. AOf what country are you a citizen?@ Date when applicant or parents or spouse acquired U.S. citizenship. Requirement that applicant produce naturalization papers.
Photograph	May be required for identification <u>after</u> hiring.	Request photograph <u>before</u> hiring.
Age	Inquiry whether or not the applicant meets the minimum age requirement set by law. If a minor, require proof of age in form of a work permit or a certificate of age. After being hired, require proof of age (if age is a legal requirement) or if inquiry serves legitimate recordkeeping purpose.	Requirement that applicant state age or date of birth. Requirement that applicant produce proof of age in the form of a birth certificate or baptismal records. Phrases such as Ayoung,@ Acollege student,@ Agirl,@ Aboy,@ Arecent college graduate,@ Aretired person,@ or "supplement your pension.@ Dates of attendance/completion of elementary/high school/college.
Religion	An applicant may be advised concerning	Applicant=s religious denomination or affiliation,

GUIDELINE FOR PRE-EMPLOYMENT INQUIRIES

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	<p>normal hours and days of work.</p> <p>AApart from absences for religious observances, will you be available for work at the following times?@</p> <p>After a position is offered, inquiry into the need for reasonable religious accommodation.</p>	<p>church, parish, pastor, or religious holidays observed.</p> <p>Any inquiry to indicate or identify religious denomination, customs, or holidays observed.</p> <p>Applicant may not be told: AThis is a Catholic/Protestant/Jewish/atheist/etc.organization.@</p> <p>Applicant may not be told that employees are required to work on religious holidays which are observed as days of complete prayer by members of their specific faith.</p>
Race or Color		<p>Applicant=s race.</p> <p>Color of applicant=s skin, eyes, hair, etc., or other questions directly or indirectly indicating race or color.</p> <p>Applicant=s height.</p>
Experience	Applicant=s work experience.	
Ancestry or National Origin (country of origin)	Languages applicant reads, speaks or writes fluently, if use of language other than English is relevant to the job for which applicant is applying.	<p>Applicant=s nationality, lineage, ancestry, nation, origin, descent, or parentage.</p> <p>Nationality of applicant=s parents or spouse; maiden name of applicant=s wife or mother.</p> <p>Language commonly used by applicant. AWhat is your mother tongue?@</p> <p>How applicant acquired ability to read, write or speak a foreign language.</p>
Education	Applicant=s academic, vocational, or professional education; schools attended.	<p>Any inquiry asking specifically the nationality, racial, or religious affiliation of a school.</p> <p>Dates of attendance and/or graduation from school.</p>
Arrest and Court Record		<p>AHave you ever been arrested or convicted?@ or ask to check into person=s arrest or conviction record (unless employer is the state, the county, a private school, a financial institution whose agency deposits are insured by a federal agency, the board of directors of an association of apartment owners, or the manager of a condominium project; these entities may check records of conviction and related arrests only).</p>
Notice in Case of Emergency	Name and address of <u>person</u> to be notified in case of emergency.	Name and address of <u>relative</u> to be notified in case of emergencies.
Sex	Only if required as a bona fide occupational qualification (BFOQ).	Sex of the applicant. AAre you expecting?@ AAre you pregnant?@ AUse of birth control?@

EXHIBIT E

GUIDELINE FOR PRE-EMPLOYMENT INQUIRIES

SUBJECT	LAWFUL INQUIRIES	UNLAWFUL INQUIRIES
		Applicant=s weight or height (unless it is a BFOQ). Mr., Mrs., Miss, or Ms.
Sexual Orientation		Whether an applicant has a preference for heterosexual, homosexual, or bisexual partners/relationships.
References	ABy whom were you referred for a position here?@ Names of persons willing to provide professional and/or character references for applicant.	Require the submission of a religious reference. Questions to references which elicit information specifying applicant=s race, color, religion, sex, ancestry, age, marital status, national origin, or sexual orientation.
Organizations, Activities	Membership in <u>job-related</u> clubs, organizations, churches, and schools. May omit those which reveal the race, religion, age, sex, color, disability, marital status, ancestry or sexual orientation of the applicant. What offices are held, if any.	The names of <u>all</u> organizations, clubs, societies, lodges to which the applicant belongs.
Abilities	AAre you able to perform the essential functions of this job with or without reasonable accommodation?@ After the job offer is made, require a physical examination if that is a requirement for all employees.	Whether applicant has a physical or mental handicap or defect. AHave you ever collected workers= compensation or temporary disability insurance for a previous illness or injury?@ Questions regarding applicant=s general state of health or medical condition.
Marital Status	Only if required as a bona fide occupational qualification (BFOQ).	Whether single, married, divorced, widowed, separated, etc. Mr., Mrs. Miss, or Ms. Names and ages of spouse and children; provisions for child care. Spouse=s place of employment. AWith whom do you reside?@ ADo you live with your parents?@
Miscellaneous	Notice to applicants that any misstatements of omission of material facts in the application may be cause for dismissal.	Require resume containing unlawful information. Inquiries about lawful activities that occur during non-work hours, away from the worksite (effective January 1993).

SUGGESTED CHECKLIST FOR RECRUITING/HIRING PROCESS

Recruiting Process

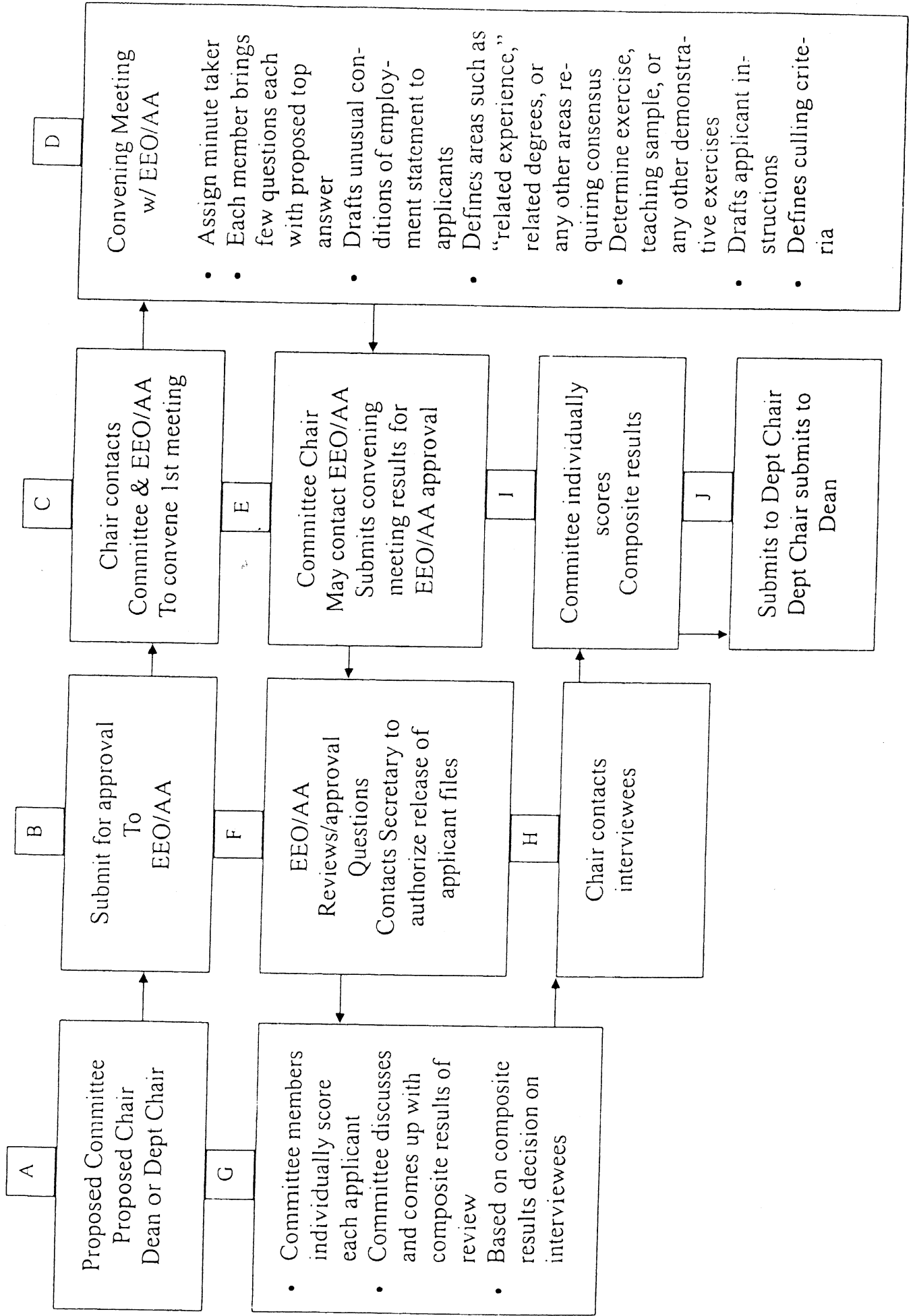
- Position was analyzed for underutilized groups (women or minority groups) based on data from the EEO/AA Office.
- Position vacancy announcement was reviewed to insure that the minimum qualifications and desirable qualifications are job related and are based on knowledge, skills, and abilities.
- Recruiting methods and selected advertising media are adequate.
- Position was advertised for at least 10-15 working days, as appropriate.
- If underutilization exists, affirmative action recruitment was carried out.
- Verified the advertising and clipped copies of published job announcements.
- If a casual hire is appointed after minimal recruiting due to exigency (such as lack of time), the hiring unit is notified that such appointment is contingent upon open recruitment.
- Applicant was informed of availability of campus security and crime statistics information.

Hiring Process

- Applicant pool is adequate.
- All applications under consideration were received or postmarked by the closing date.
- Persons involved in the evaluation and interviewing process were briefed on:
 - search committee's charge
 - confidentiality of evaluating and interviewing
 - criteria for selection
 - position description
 - copy of advertisement
 - minimum qualifications (MQs)
 - desirable qualifications (DQs)
 - evaluation forms
 - unlawful or improper pre-employment inquiries
 - underutilized groups, if any
 - A9.540 procedures
 - recordkeeping
 - APT priority status requirements, if necessary
- Reasons for nonselection are documented clearly so there is no doubt that the most qualified person is being recommended.
- Final selection is in accordance with the MQ and DQ ratings on the Form 17 and evaluation sheets.

SCREENING PROCESS

Flow Chart



SAMPLE

Describe in detail all your experiences relating to keeping records and/or logs in which you were responsible for ensuring its accuracy, and your system for keeping it organized.

Range finders (0 through 5)

5 = Applicant describes maintaining records and/or logs which required reconciling on a regular basis (monthly, quarterly, etc.), such as bank statements, long-distance phone calls against phone bill, photocopy log, departmental budget, purchasing, student timesheets, etc. Applicant also describes developing an improved filing system to ensure records are neat and organized so that others who need access can understand the system.

3 = Applicant describes maintaining records and/or logs that do not require reconciling, but creates and maintains record/log entries, such as receipt of work orders, issuance of parking passes, class assignments, etc. Applicant also describes maintaining an existing filing system in a neat and organized manner.

1 = Applicant describes record keeping experience as limited to only filing.

0 = Applicant provides no response.

SAMPLE

CHARACTERISTICS

To be ranked from 0 to 3:

Characteristic	None	One	Two	Three
Ability to communicate clearly				
Projects a sense of self-confidence				
Professional Image				
Responses are presented in an organized manner				