

**CLASSIFIED SCREENING COMMITTEE MEMBERSHIP FORM**

To: **Human Resources Recruitment Representative**

From: \_\_\_\_\_ Date: \_\_\_\_\_

Job Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

**CONSULTATION**

The Chair will consult with the CSEA President to discuss the ideal CSEA unit member representative. It will be the responsibility of the CSEA President or designee to contact the chair within five (5) working days if CSEA wants to appoint a representative to the committee.

**PROCEDURES**

The completed form will need to be submitted to the Recruitment Team. The Equal Employment Opportunity (EEO) Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership and appoint the EEO monitor. If modification to committee membership is required, the EEO Officer or designee will consult with the screening committee chair.

**NOTE:** We request that no meetings be held with committee members until the approval process has been completed.

**FIRST COMMITTEE MEETING**

Upon receiving approval from Human Resources, the Chair may schedule the meeting before the closing date to discuss the committee's responsibilities, screening process, maintaining confidentiality and to follow equal employment opportunity guidelines. However, access to review the online applications will be available after the closing date, submission of confidentiality statements, and other required materials.

**Date of First Committee Meeting:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**APPROVALS**

1. Hiring Administrator: \_\_\_\_\_

2. District Equal Employment Chair or Designee (HR): \_\_\_\_\_

**CLERICAL SUPPORT – Non-Voting (Employee who will be assisting the Chair)**

Name: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Job Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

**SCREENING COMMITTEE MEMBERS**

**\*\*TO BE COMPLETED BY HR\*\***

<u>Employee's Name</u>	<u>Classification</u>	<u>Department</u>	<u>Site</u>	<u>Gender</u>	<u>Race</u>
1) _____ <b>Chair</b> ( <i>Appointed by Hiring Administrator</i> )	_____	_____	_____	_____	_____
2) _____ <b>Co-Chair</b> ( <i>Optional - may be elected by the Screening Committee</i> )	_____	_____	_____	_____	_____
3) _____ <b>CSEA Representative</b> ( <i>Appointed by Chair, Confirmed by CSEA President or designee</i> )	_____	_____	_____	_____	_____
4) _____ <b>CSEA Representative</b> ( <i>Appointed by CSEA President or designee, if different from above</i> )	_____	_____	_____	_____	_____
5) _____ <b>Other</b>	_____	_____	_____	_____	_____
6) _____ <b>Other</b>	_____	_____	_____	_____	_____
7) _____ <b>Other</b>	_____	_____	_____	_____	_____
8) _____ <b>Other</b>	_____	_____	_____	_____	_____
9) _____ <b>Other</b>	_____	_____	_____	_____	_____
10) _____ <b>Other</b>	_____	_____	_____	_____	_____
11) _____ <b>Other</b>	_____	_____	_____	_____	_____
12) _____ <b>Other</b>	_____	_____	_____	_____	_____
13) _____ <b>EEO Monitor</b> ( <i>Appointed by Human Resources</i> )	_____	_____	_____	_____	_____