

MANAGEMENT SCREENING COMMITTEE MEMBERSHIP FORM

To: **Human Resources Recruitment Representative**

From: _____ Date: _____

Job Number: _____ Position Title: _____

CONSULTATION

The Chair will consult with the appropriate Academic Senate President(s) to determine the Academic Senate representative and with the CSEA President to determine the CSEA unit member representative on the screening committee. It will be the responsibility of the CSEA President or designee to contact the Chair within five (5) working days if CSEA wishes 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. College President or Vice Chancellor: _____

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) _____ Chair (<i>Appointed by College President/Vice Chancellor or Designee</i>)	_____	_____	_____	_____	_____
2) _____ Co-Chair (<i>Optional</i>)	_____	_____	_____	_____	_____
3) _____ Administrative Representative (<i>Appointed by Chair</i>)	_____	_____	_____	_____	_____
4) _____ SAC Academic Senate Representative (<i>Appointed by SAC Academic Senate President</i>)	_____	_____	_____	_____	_____
5) _____ SCC Academic Senate Representative (<i>Appointed by SCC Academic Senate President</i>)	_____	_____	_____	_____	_____
6) _____ CSEA Representative (<i>Appointed by CSEA 579 President or Designee</i>)	_____	_____	_____	_____	_____
7) _____ Other	_____	_____	_____	_____	_____
8) _____ Other	_____	_____	_____	_____	_____
9) _____ Other	_____	_____	_____	_____	_____
10) _____ Other	_____	_____	_____	_____	_____
11) _____ Other	_____	_____	_____	_____	_____
12) _____ Other	_____	_____	_____	_____	_____
13) _____ EEO Monitor (<i>Appointed by Human Resources</i>)	_____	_____	_____	_____	_____