



## CLASSIFIED/MANAGEMENT SEARCH COMMITTEE MEMBERS ROLES & RESPONSIBILITIES

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Understand and promote the District's commitment to equal employment opportunity throughout the search process.



Attend training for Search Committee. Commit to reaching the broadest pool of potential candidates in order to hire the candidate who will be the greatest asset to students and the campus community.



Attend all the Search Committee meetings including. Be inclusive rather than exclusive.

- Applicant Review
- Interview Question Development
- Interviews



Screen each application and complete an Applicant Scoring Sheet for each application.



Participate in all interviews.



Contribute to the discussion and recommend finalists for the position.



Maintain strict confidentiality throughout the process.



Do not share personal opinions of applicants with the Committee.



Participate in second level interviews if invited /selected.