

APPLICANT SCREENING – SCREENING COMMITTEE STEPS

Step 1: Hiring Manager creates a list of proposed screening committee members (using guidelines)

Position Posted

Step 2: Vice President for Human Resources or designee reviews the list and seeks approval from the President.

Resume Collection Ends

Step 3: Chair of Screening Committee is appointed by the Hiring Manager or determined by the committee.

Schedule First Committee Meeting

Diversity,
Equity,
Inclusion
Checkpoints

Step 4: Chair convenes first meeting of the committee and orientation by the Vice President for Human Resources.

First Committee Meeting

Step 5: Committee reviews applications to ensure that minimum qualifications for the position are met by the applicants.

Review of Qualifications

Step 6: Committee submits a list of qualified applicants to be invited for interviews.

Preliminary List

Diversity,
Equity,
Inclusion
Checkpoint

Step 7: Committee conducts preliminary interviews.

Preliminary Interviews

Step 8: Committee recommends a list of finalists.

Finalists List

Diversity,
Equity,
Inclusion
Checkpoint

Step 9: Committee organizes finalist interviews, including a teaching demonstration for full-time faculty positions.

Finalist Interviews

Step 10: Committee gathers feedback and compiles a list of strengths and weaknesses of each finalist, without regard to order of preference, for consideration by the Hiring Manager, Supervising Cabinet Member and President.

Community Feedback

President recommends a finalist to the Board of Trustees for approval.

*Diversity, Equity and Inclusion Checkpoints allow the Hiring Manager and the Supervising Cabinet Member/President to ensure that consideration of candidates include those from traditionally underrepresented groups.