



People, Culture, and Technology Services Division

Employment Office

APPLICATION SCREENING GUIDELINES

Thank you for being a vital part of the selection process!

The Screening Report has been developed as an application screening tool. Criteria have been established based on the specific needs of this vacancy and are listed on the CRITERIA/INTERVIEWING FORM. Outlined below is a checklist to assist you in selecting qualified candidates for an interview.

If you have any questions, the Employment Office is available to assist you.

SCREENING:

1. Review Screening Criteria (CRITERIA/INTERVIEWING FORM) to make certain the entire committee is making evaluations based on a mutual understanding.
2. Review entire application packet: Application, Résumé, and other documentation (i.e., Supplemental Application).
3. Evaluate the information on every application by using each criterion.
4. Each committee member should INDEPENDENTLY complete the SCREENING REPORT (Excel worksheet). Rate each of the criterion listed. (Scoring: 4=Recommend Highly, 3=Recommend, 1=Recommend w/ Reservation, 0=Not Recommended –there is no “2”) Double-check for consistency in ratings.
5. All criteria MUST receive a score, even if a candidate receives a "0 - Not Recommended" rating in a specific criterion. YOU MAY NOT STOP evaluating the candidate's application.
6. At the completion of all screening, review the ratings with committee members, making sure of continuity. Review any widely divergent ratings and make changes as necessary. The Screening Chairperson completes the SCREENING REPORT form by placing a composite score for each candidate given by each committee member. Indicate the cut-off score for selection, which is determined by the committee. (Enter cutoff on Compilation Report. The totals for candidates will be on separate worksheet and copied over.)
7. The INTERVIEW SELECTION FORM is used for listing those candidates to be invited to an interview. Make sure all information in the top portion is complete & accurate. This information is included in the Interview Invitation.
8. The committee as a whole is not finished until the day of interviews.
 - a. For **Non-Faculty** positions, the Screening Chairperson emails the INTERVIEW SELECTION FORM to the People, Culture, and Technology Services (PCTS) (HR)-Legal Services & EEO Office (sdccdlegalservices-eeo@sdccd.edu) to obtain the required information for the ADVERSE IMPACT ANALYSIS REPORT (ethnic/gender breakdown) and both forms are then emailed from the PCTS (HR)-Legal Services & EEO Office to the President/Vice Chancellor for signature.
 - b. For **Faculty** positions, the Screening Chairperson emails the INTERVIEW SELECTION FORM to the Employment Technician and the Employment Technician will email the form to PCTS (HR)-Legal Services & EEO Office to obtain the required information for the ADVERSE IMPACT ANALYSIS REPORT (ethnic/gender breakdown) and both forms are then emailed from the PCTS (HR)-Legal Services & EEO Office to the President/Vice Chancellor for signature.

Candidates will not be notified until **both** forms have been signed and returned to PCTS (HR)–Employment Office (Room 330).
9. Be sure to plan your interview date at least ten (10) working days from the Employment Office's anticipated receipt of an approved list by the Chancellor, Vice Chancellor, or President. If you expect a problem with the mail or your President/Vice Chancellor will not be available -- allow more time to elapse before the interviews. The Employment Office must have at least ten (10) working days to allow for preparation of candidate notices and scheduling, after the signed forms are received from your President/Vice Chancellor. Please allow more time if you are inviting candidates from out-of-town or around holidays.