**CRITERIA FORM FOR SCREENING & INTERVIEWING** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following persons will serve as the screening/interviewing committee for the classification of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at this location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position#(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  NAME |  TITLE |
|  | Chairperson/ |
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|  |  |
|  |  |
|  | Equal Employment Opportunity Rep (**Assigned ONLY by Employment**) |

PRESIDENT, VICE CHANCELLOR, CHANCELLOR APPROVAL OF SCREENING COMMITTEE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

Refer to the classification description and job posting to develop the criteria to be listed below. Criteria for knowledge, skills, and abilities MUST be drawn from the job posting.

* THIS FORM MUST BE SUBMITTED TO PEOPLE, CULTURE, AND TECHNOLOGY SERVICES NO LATER THAN (10) TEN DAYS PRIOR TO SCREENING (and (10) ten days in advance of interview, if screening is eliminated)

 *[Remove the following “Yes/No” question for non-academic positions]*

*Yes/No* – Meets minimum qualifications as specifically stated in the job posting

SCREENING CRITERIA: (Utilize only criteria that can appropriately be evaluated from review of an application, supplemental application, résumé, or similar document required as part of the application package).

5.

1. *[This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.]* Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

INTERVIEW CRITERIA: (May repeat screening criteria as appropriate.)

5.

6.

7.

8.

9.

10. *[This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.]* Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

**INTERVIEW QUESTIONS FOR CANDIDATES**

***Important Note: Questions MUST be related to the Interview Criteria and all criteria should be addressed***

Will writing/computer exercise be used? \_\_\_\_Yes\_\_\_\_No If yes, list criteria that will be used to score writing sample.

Criteria #s\_\_\_\_\_\_\_\_\_\_\_

(If any) Writing/Computer Exercise (to be completed prior to or following interview): Please include exercise, answers, and instructions here.

(If any) **Teaching Demonstration, Presentation, and/or Role Play:** Please include these below, placed where the candidate would be expected to perform any of these and list the criteria used to score. Please provide a list of what will be provided or available for the candidate (Computer/Projector/Whiteboard/etc.).

Will demonstration/presentation be used? \_\_\_\_Yes\_\_\_\_No

**INTERVIEW QUESTIONS FOR CANDIDATES**

|  |  |
| --- | --- |
| Criteria #s | Note: The questions will now be scored during the interview but must still be related to the Interview Criteria, and the corresponding interview criteria number(s) must be noted on the left column. |
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|  | 1. *[This question will remain verbatim] The* San Diego Community College District has a very diverse student, faculty and classified professional population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. Describe your professional development, community involvement, and professional experience working with these diverse groups. *[Remove the following question for non-management positions]* Please, share your leadership experience in promoting diversity.
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QUESTIONS & CRITERIA APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Site Compliance Officer