**INTERVIEW SELECTION SUMMARY**

**Instructions to Screening Committee Chair:** This form is used to prepare interview invitations sent via email. Once complete, please scan/email to your Employment Technician. Legal Services-EEO will prepare an Adverse Impact Analysis, which must accompany this form for approval. Both signed forms must be submitted to your Employment Technician before interview invitations can be sent. Allow at least three weeks for applicant notification and travel, especially for out-of-town candidates.

POSITION TITLE:  POSITION #(S):

SCREENING CHAIR’S NAME:  PHONE:  CAMPUS/DIVISION:

HOURS & DAYS OF ASSIGNMENT (S):  POSITION LOCATION:

If the location of your President/Vice Chancellor is different from the position location, please list the name here:

INTERVIEW DATE (S):  DAY (S):  SITE OF INTERVIEWS:

CANDIDATES REPORT TO ROOM #: CANDIDATES INTERVIEW IN ROOM #:

Allow enough time for actual interview, rating time, & breaks

TIME SLOTS (Day 1): (e.g., 8, 9, 10, etc):  SCHEDULE LUNCH FROM:  TO

TIME SLOTS (Day 2, if needed):  SCHEDULE LUNCH FROM:  TO

TIME SLOTS (Day 3, if needed):  SCHEDULE LUNCH FROM:  TO

HOW MANY HOURS/MINUTES SHOULD CANDIDATE ARRIVE EARLY? **(prior to interview time)**

Pre-Interview Zoom link:  Interview Committee Zoom link:

Meeting ID       Password:       Meeting ID       Password:

CANDIDATES WILL BE ASKED TO COMPLETE THE FOLLOWING PRIOR TO THEIR INTERVIEW. (Check all that apply) [ ]  REVIEW INTERVIEW QUESTIONS [ ]  WRITING EXERCISE [ ]  COMPUTER EXERCISE

[ ]  OTHER **specify**

[ ]  SPECIAL INSTRUCTIONS TO BE INCLUDED IN THE INTERVIEW INVITATION {e.g., written assignment, presentation (including what equipment will be available & if handouts will be accepted), computer exercise, etc.} **specify**

|  |  |
| --- | --- |
| APPLICANT SELECTION – (unranked - alpha order - Last, First)  | APPLICANT SELECTION (unranked) –[continued] |
|  1.       | 13.      |
|  2.       | 14.      |
|  3.       | 15.      |
|  4.       | 16.      |
|  5.       | 17.      |
|  6.       | 18.       |
|  7.       | 19.       |
|  8.       | 20.       |
|  9.       | 21.       |
| 10.       | 22.       |
| 11.      | 23.       |
| 12.      | 24.       |

**PRESIDENT, VICE CHANCELLOR, CHANCELLOR APPROVAL OF APPLICANT SELECTION:**

Administrator: Approve this form only when accompanied by an Adverse Impact Analysis. Return both forms to the Employment Technician (Employment Office/District-Room 330) via scan/email before candidates can be notified.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_