



**EEO TIMELINE  
REQUEST FOR EEO REPRESENTATIVE**

**Must be emailed to assigned Employment Technician at least ten (10) working days prior to the Screening Orientation Date.**

Please check one:                      Academic Position                      Classified Position

Position Location		Position Number	
Classification Title		Today's Date	
Application Closing Date (Positions close at 11:59pm PT)			
Screening Chair(s):			

**Screening Orientation:** Meeting with entire committee, including the assigned EEO Rep, prior to viewing and rating applications. All committee members must be EEO-trained prior to this meeting.

**Screening:** The approved Questions & Criteria form must be sent to Employment prior to Screening. Enter "N/A" if Straight to Interview.

**Tally & Interview:** Please schedule **at least two (2) weeks for Zoom interviews** and **at least three (3) weeks for In-Person interviews** from the Tally date. This will allow time to acquire President/VC approval and to notify the candidates.

	Screening Orientation	Screening & Tally	Interview Date(s)
Date		Screening: _____ Tally: _____	
Time			
Location			

Screening Committee Members [Must be listed on the Questions and Criteria form and approved by the President/Vice Chancellor] Please include two (2) screening committee members who DO NOT directly report to the Screening Committee Chair or whose supervisor reports directly to the Screening Committee Chair. In the event no employee volunteers to serve as the EEO Representative, Employment will select someone from the screening committee to serve in that role.

Name	Employment to Verify EEO X (Trained) O (Not Trained)	Reports to Chair (Y/N)	Position Title (include Location & Extension)


**Important Resources and Information**

[Administrative Procedures for Employment of Faculty](#)

[Hiring Process Guidelines](#)

[EEO & Diversity Training Schedule](#)