**INTERVIEW SELECTION SUMMARY**

**Instructions to Screening Committee Chair:** This form is used to prepare interview invitations sent via email.

* For **Non-Faculty** positions, complete the entire form and email it to Legal Services & EEO Office at [sdccdlegalservices-eeo@sdccd.edu,](mailto:sdccdlegalservices-eeo@sdccd.edu,) AFTER candidate statuses have been updated in PeopleAdmin.
* For **Faculty** positions, complete the entire form and email it to the Employment Technician, AFTER candidate statuses have been updated in PeopleAdmin.
* For Straight-to-Interviews, complete the entire form and email it to Legal Services & EEO Office at [sdccdlegalservices-eeo@sdccd.edu,](mailto:sdccdlegalservices-eeo@sdccd.edu,) AFTER candidate statuses have been updated in PeopleAdmin.

Legal Services-EEO will prepare an ethnicity/gender breakdown summary (“Adverse Impact Analysis”), which must accompany this form when submitted to the appropriate administrator for approval. BOTH signed forms must be received by your assigned Employment Technician in the Employment Office BEFORE interview invitations can be emailed. Preferably, approved forms are to be emailed to the assigned Employment Technician but a hard copy may be delivered or mailed. Please allow sufficient time for applicant notification and travel [if applicable] (at least 3 weeks from the anticipated time this form is approved by the President/Vice Chancellor is ideal, especially if there are out-of-town candidates).

POSITION TITLE:  POSITION #(S):

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**

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

|  |  |
| --- | --- |
| 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: Please only approve when this form is accompanied by an ethnicity/gender breakdown summary (“Adverse Impact Analysis” report). Both forms must be returned to the assigned Employment Technician in the Employment Office/District-Room 330 BEFORE candidates can be notified (preferably via scan/email).

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