**EEO SELECTION & INTERVIEW CHECKLIST**

To be reviewed by Chair & Selection Committee

**Recruitment:**       **Committee Member Name:**

* Check with Human Resources to find out if any candidates have requested an accommodation during the selection/interview process. If so, the committee must honor those accommodations without attracting undue attention to the candidate’s disability.
* Ensure that all members of the selection committee have read and signed the Certification of Confidentiality Requirement and have agreed to abide by it.
* Prior to serving on the recruitment committee or to selecting or interviewing any applicants, every member of the hiring committee must have completed EEO training in the 12 months preceding the recruitment, per Article 53000 of Title 5 of the California Code of Regulations.
* If any member of the selection committee is related to or has other personal knowledge which may present a conflict of interest, they must disclose it to the Chair of the committee prior to the interviews. To make a determination as to whether the member may continue to serve on the committee, contact Human Resources.
* Members of the hiring committee are not to write letters of recommendation for applicants.
* The selection process must give equal consideration to each candidate. All members of the section committee must review the application materials of every candidate and fill out the applicant rating sheet prior to meeting with the committee to select candidates to interview.
* Committee Members must treat all individuals consistently the same. This is accomplished by adopting a standardized assessment through a structured interview format and decision-making process.
* Prepare interview questions in advance that elicit ONLY job-related information relative to the minimum and preferred qualifications, Knowledge, Skills and Abilities of the position.
* The decision about which candidates to interview must be based solely on the candidates’ qualifications, as established in the job description and job announcement, and knowledge, skills and abilities, as determined by review of the candidates’ application materials.
* Members of selection committees, supervisors, managers, and administrators conducting the interview shall ONLY ask job-related questions sufficient to elicit information to determine the candidate’s qualifications.
* The same questions should be asked of each candidate. However, job related follow-up questions may be used to clarify information.
* Allow applicants to ask questions about the position, the qualifications, and the selection process.
* It is unlawful to ask questions that relate to sex (gender), race, national origin, sexual orientation, religion, age, marital status, family situation, or disabilities.
* Interviewers may not ask about the health or medical condition of a candidate prior to offering him/her the position, or ask any question that might lead an interviewer to learn about a candidate’s protected status (refer to the previous sentence for a list of statuses).
* Take notes related to the candidate’s qualifications during the interview (do not take notes of observations or comments unrelated to the job). Notes must be turned into Human Resources at the end of each day and at the end of the process; they become part of the recruitment/selection file.
* Don’t share your impressions or opinions of candidates until all candidates have been interviewed and the discussion to select finalists has commenced.
* Don’t have side conversations with candidates or other committee members or others outside of the interview process.
* Don’t assume that individuals with disabilities can or cannot perform the essential functions of the position or will or will not require accommodations; only the Executive Director of Human Resources can make that determination.
* At the end of the interview process, the members of the selection committee should use a rubric they have created or which has been provided by Human Resources to rank the candidates.
* If the Chair or any member of the hiring committee has reason to believe that there has been any violation of the above procedures, or that any candidate or candidate group has been discriminated against, the interview process must be suspended immediately and Human Resources must be contacted to resolve the issue. Proceeding with the interview process when there has been a violation could subject the District to liability for discrimination.

I have read and understand the EEO Selection & Interview Checklist. I agree to ensure all EEO guidelines are upheld. Failure to abide by these guidelines will result in immediate suspension of the recruitment and possible disciplinary action.

Committee Member Signature Date