

Mt. San Antonio College
HUMAN RESOURCES
SCREENING & SELECTION COMMITTEE COMPOSITION REQUEST FORM

Recruitment Title:

Hiring Manager:

Department:

Recruiter:

- ☒ **Screening – Management Positions (Interim Management positions included):** (Per AP 7122 revised 2/24/21) For each management vacancy to be filled, the College Compliance Officer shall authorize the appointment of a Screening and Selection Committee inclusive of campus organizational units. Screening and Selection Committees shall include a diverse membership, within the limits allowed by California Community College Chancellor's Office, to ensure a variety of perspectives to assess applicants' qualifications. The Committee shall be diverse and will foster equity-enriched practices by establishing a diverse Committee membership. Options to achieve a balanced Screening and Selection Committee may include any of the following: ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, marital status, economic status, military and veteran status, and medical condition. The Committee shall provide the College Compliance Officer or designee with a written statement summarizing how their Committee is diverse based on the diversity options listed above. The Committee makeup will be constituted as follows:

VOTING MEMBERS	SCM/EEO Training expiration date	NON-VOTING MEMBERS	SCM/EEO Training expiration date
Manager of position to be filled or management designee:		EEO Representative:	
Manager #1 (appointed by College President/CEO):			
Manager #2 (appointed by College President/CEO):			
Faculty Member #1 (appointed by Academic Senate):			
Faculty Member #2 (appointed by Academic Senate):			
Classified Employee #1 (selected by the appropriate bargaining unit):			
Classified Employee #2 (selected by the appropriate bargaining unit):			
Confidential Employee (selected by the Confidential representatives):			
Optional: Additional Member(s) as recommended by the College President/CEO (The President/CEO may determine that both classified bargaining units have an interest in the management position and appoint two additional classified employees so that both groups are represented equally.):			

Human Resources approval: _____ Date: _____