

Mt. San Antonio College

Human Resources

Screening and Selection Committee Member Agreement

The District's screening and selection (*recruitment*) processes are designed to be compliant with the Title 5 of the California Code of Regulations (Section 53000 et. Seq.), the District's Equal Employment Opportunity (EEO) Plan, and its related policies and procedures. The screening and selection process is designed to ensure that all qualified individuals have a full and fair opportunity to compete for hiring and promotion; enjoy the benefits of employment with the District; reflect the District's commitment to equal opportunity; and the elimination of bias in hiring. As a screening and selection committee member, you are a member of a group of individuals formed for purposes of assisting the responsible administrator in screening and selecting candidates for a position within the District through recommending a candidate or candidates for consideration for a District position. As a committee member you, in coordination with Human Resources, shall ensure that the selection process (inclusive of any employment examinations, demonstrations, and interviews) is accessible, free of bias, and allows for the hiring of candidates who can contribute to and effectively communicate in a diverse community.

As a member of the District's Screening and Selection Committee, I agree:

- a. To develop screening techniques, such as screening criteria, interview questions, and/or applicant demonstrations, that are based solely on job-related measures¹.
- b. To immediately inform the committee as a whole if I believe that an applicant(s) is not receiving fair and equitable treatment during the screening and selection process and/or if I believe non-job related measures and/or bias have been introduced into the screening and selection process. These concerns should specifically be addressed to the EEO Representative, and can be brought to the EEO Representative outside of a committee meeting if necessary to resolve the issue. These concerns may also be brought to the attention of a Human Resources Manager (the Director of EEO Programs, the Director of Human Resources Operations and Employee Services, and the Vice President of Human Resources) as necessary to escalate or resolve the concern.
- c. To remove myself from any screening and selection process in which I am biased either in favor of or against an applicant for the position. Specifically,
 1. I am not related by blood or marriage to any applicant for the position;
 2. I do not have a personal or financial relationship with any applicant that would prevent me from being objective during the screening process.
- d. To screen application materials solely on the information provided by the applicant at the time of application, and not to apply my beliefs or personal knowledge about an applicant's employment history, knowledge, skills, and/or abilities in the screening process; AND, to contact a Human Resources Manager if I believe an applicant(s) have provided false information in their application materials and/or the interview process.
- e. To ensure that for all positions meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

¹ **Job-related measures** are those measures that are used during the screening and selection process to assess individual applicant's possession of knowledge, skills, and/or abilities that are 1) listed on the job posting, 2) directly related to position being filled, 3) necessary to successfully perform the essential functions of the position being filled. Job-related measures are used by the Screening and Selection Committee to develop screening and selection criteria and interview questions, and may also be used to develop job related employment tests/examinations. For example, to assess a potential faculty member's teaching, selection criteria, questions, and an in-person demonstration may be used to assess an applicant's knowledge, skills, and abilities related to classroom teaching. However, criteria related to a potential faculty member's Grade Point Average, specific type of institution from which they gained undergraduate or graduate education, and grades earned in courses that are not related to the subject areas of the teaching assignment would not be job related and could not be used as part of the screening and selection process.

- f. To ensure that for all faculty and administrative positions meaningful consideration is given to the extent to which applicants demonstrate knowledge of multi-culturalism, of training in cultural proficiency, and knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination in ways relevant to the specific position.
- g. To uphold the District's EEO Plan and Hiring Policies, and to raise and direct questions or concerns regarding my responsibilities under these District policies as they arise to the HR designee, EEO Representative, and/or a Human Resources Manager if and when they arise.
- h. To not disclose applicant information, such as:
 1. the fact that an individual is an applicant for this position,
 2. applicant rating information, and/or
 3. committee member's assessments of applicants outside of committee meetings where this information is specifically discussed for the purpose of screening.
 4. Specifically, I agree not to release information to any non-authorized person (non-committee member) regarding the following:
 - Written materials turned in by the applicant or evaluations made by the committee members about applicants.
 - Oral discussions by or about applicants or committee members during or following the interview process, and
 - Any other information related to the committee's deliberations and recommendations.
- i. To direct any questions from an applicant or individual who is not on the committee to Human Resources for response. Specifically, if I am asked by an applicant or other individuals about the progress or the actions of the committee or its individual members, such as reasons for not forwarding a candidate through the process, I will tell the individual or individuals that 'I've signed an agreement that prohibits me from sharing this information, and these questions may be directed to Human Resources.'

Acknowledgement and Signature

I understand that as a member of the District's screening and selection committee, I may be held personally responsible and liable for any unauthorized disclosure of information and/or violation of District policies.

I agree to comply with equal employment opportunity laws, procedures, policies and practices to ensure compliance with the selection process. I understand that the EEO Representative may stop the applicant screening or interviewing process at any time based on alleged discrimination against one or more candidates or if deviation from District employment procedures has occurred.

In addition to agreeing to the items listed above, by signing below, I acknowledge that as a member of the screening and selection committee for this position, I am subject to corrective/disciplinary action for not following the District's hiring policies, as described above, and may be held personally liable for not upholding my responsibilities under the District's policies and equal and fair employment practices.

(Signature of Committee Member)

(Date)

(Please Print Name)

(Recruitment Title)