

EQUAL EMPLOYMENT OPPORTUNITY CHECKLIST

(Upon completion please return to the Human Resources Office)

Position Information

Position Title: Student Success Facilitator

Administrative: _____

Faculty: _____

Classified: _____ X _____

YES

NO

- | | | |
|--|-------|-------|
| 1. Did the committee review the job specifications for the position? | _____ | _____ |
| 2. Were job-related objective criteria established prior to screening applications? | _____ | _____ |
| 3. Were the criteria broad enough so they would not exclude female/minority applicants? | _____ | _____ |
| 4. Did the committee membership include women and minorities? | _____ | _____ |
| 5. Was a standard rating system established for screening the applications? | _____ | _____ |
| 6. Was the committee advised of interview procedures as outlined in the Handbook for Selection Committees? | _____ | _____ |
| 7. Did the committee develop standard core questions to be asked of each candidate during the interview? | _____ | _____ |
| 8. Were the same core questions asked of each candidate? | _____ | _____ |
| 9. Were all committee members present for all interviews? | _____ | _____ |
| 10. Was a standard rating system established to evaluate the candidates following the interview? | _____ | _____ |
| 11. Was there discussion of strengths and weaknesses of candidates? | _____ | _____ |

Comments: _____

EEO Representative Signature

Date