EQUAL EMPLOYMENT OPPORTUNITY CHECKLIST
(Upon completion please return to the Human Resources Office)

Position Information

Position Title: Student Success Facilitator

Administrative: _________  Faculty: _________  Classified: _____X____

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

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