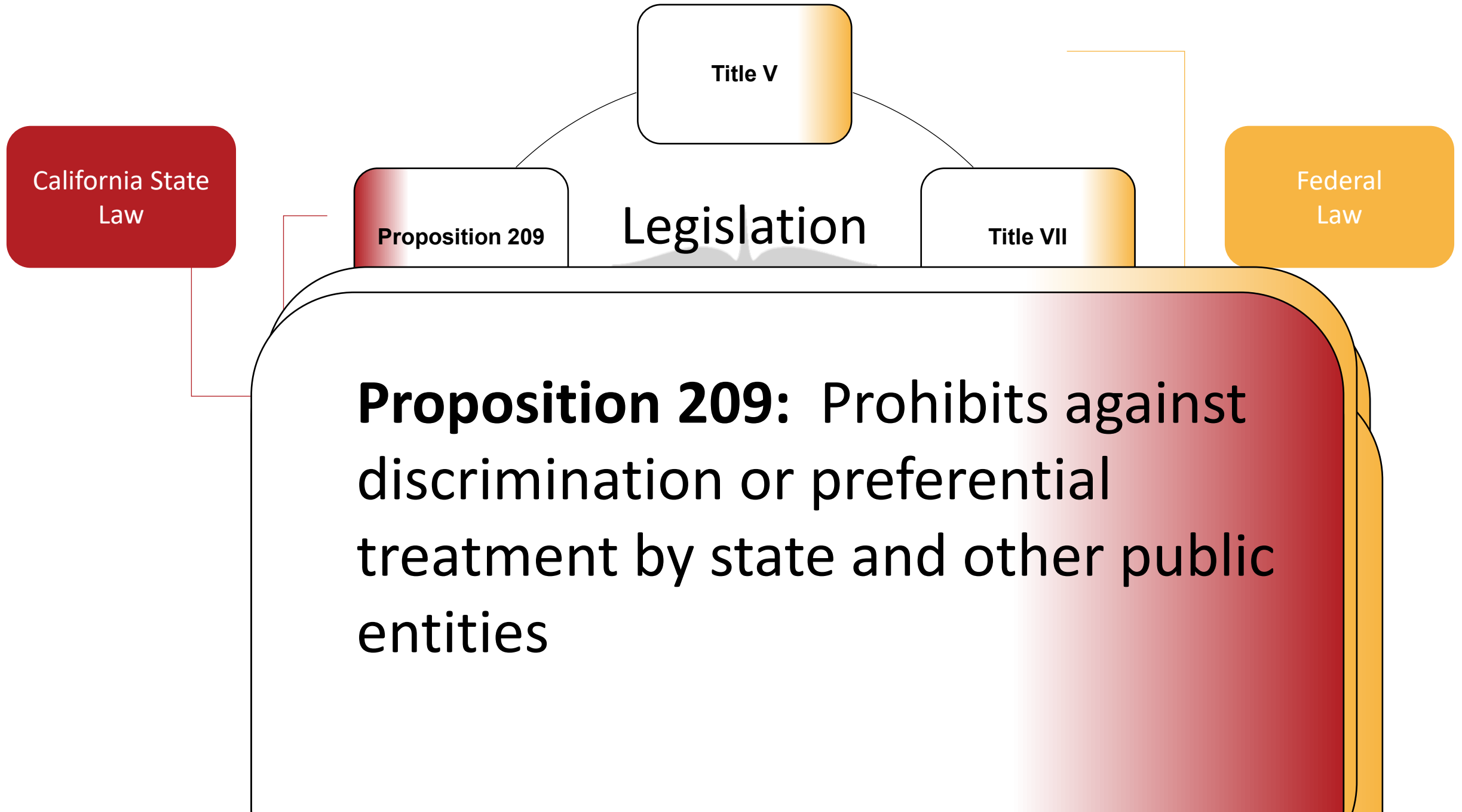


Screening Committee Workshop

Presented by:

HUMAN RESOURCES DEPARTMENT





Confidentiality

All committee members are always held to a strict code of confidentiality throughout all steps of the screening process

If violated, the member may be subject to be restricted from serving on future committees

If confidentiality is compromised, the recruitment may need to be closed

Conflict of Interest

- Board Policy 7310 - IVC Nepotism Policy
- Potential Conflicts of Interest
- Recognize Potential Biases or Conflicts of Interest
 - Never share personal experiences
 - Remove yourself from the screening committee
 - Cannot serve dual roles
 - reference & screening committee member
- Not Revealing a Conflict of Interest



2

Expedience

Make snap judgements; if it feels familiar and easy it must be true

3

Experience

Experience:
My perceptions are accurate

4

Distance

Closer is better than distant

1

Similarity

People like me better

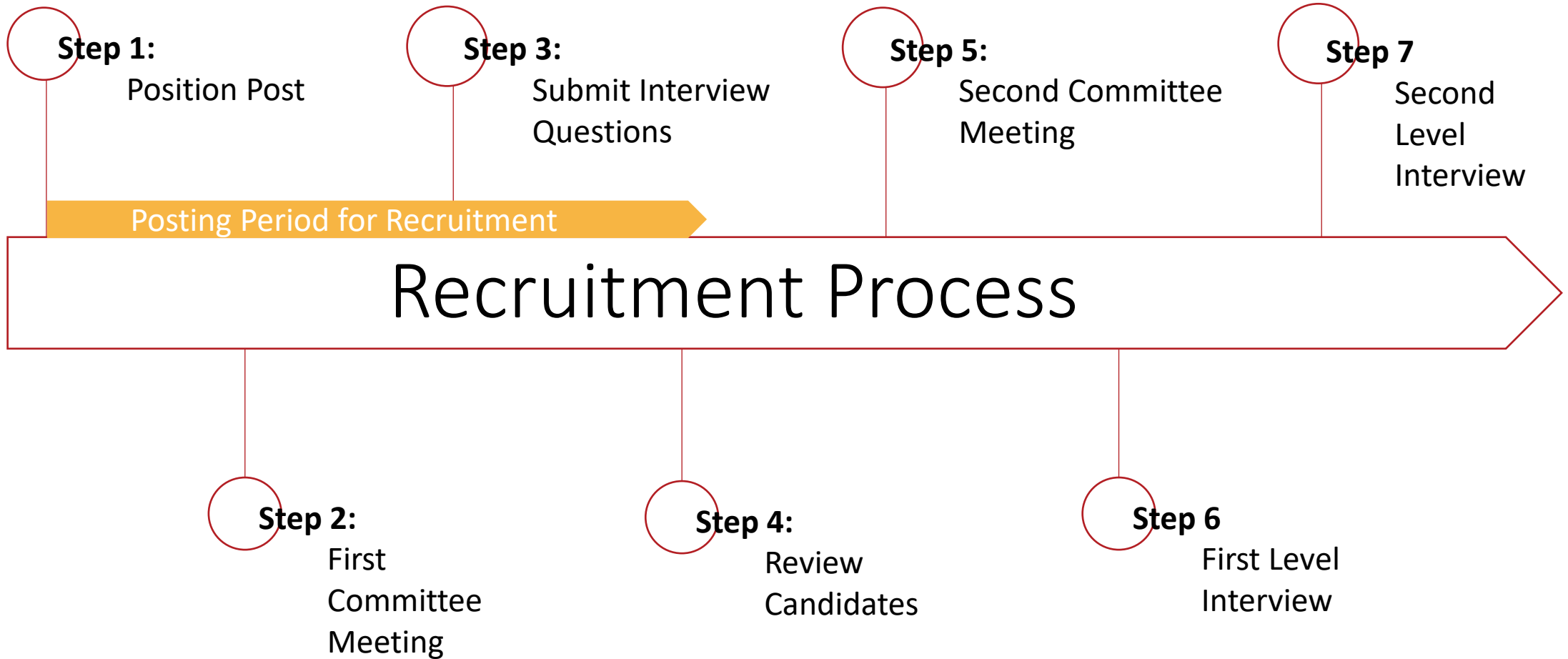
Safety

Example:

You decided not to select the candidate who moves around a lot because you think they may be a risk. Instead of understanding they are in the military.

Safety:

Bad is stronger than good



Role of Screening Committee

The role of the screening committee is to Ensure recommendation of the most viable candidate for the position based on objective, job-related criteria



**Screening
Committee
Chair**

**Screening
Committee
Members**

**Make
Recommendation
of Viable
Candidates**





First Meeting Expectation

Confirm timeline of the committee

Discuss Norming/Rating

Draft interview questions and activities

Review position announcement

Determine first Interview Schedule

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