

**CRITERIA FORM FOR SCREENING & INTERVIEWING**

Date: \_\_\_\_\_

The following persons will serve as the screening/interviewing committee for the classification of: \_\_\_\_\_  
 at this location: \_\_\_\_\_ Position#(s) \_\_\_\_\_

NAME	TITLE
	Chairperson/
	Equal Employment Opportunity Rep <b>(Assigned ONLY by Employment)</b>

PRESIDENT, VICE CHANCELLOR, CHANCELLOR APPROVAL OF COMMITTEE:

\_\_\_\_\_  
 Printed Name Signature Date

Refer to the classification description and job posting to develop the criteria to be listed below. Criteria for knowledge, skills, and abilities MUST be drawn from the job posting.

➤ **THIS FORM MUST BE SUBMITTED TO HUMAN RESOURCES NO LATER THAN (10) TEN DAYS PRIOR TO SCREENING (and (10) ten days in advance of interview, if screening is eliminated)**

*Review & Incomplete Applications: HR will review applications for completeness as defined in the posting; all areas filled out correctly and all required documents uploaded. Note: Prior to screening, the Search Committee decides whether or not to review incomplete applications. HR will only send complete applications if incomplete applications aren't requested prior to screening.*

**SCREENING CRITERIA:** (Utilize only criteria that can appropriately be evaluated from review of an application, supplemental application, résumé, or similar document required as part of the application package).

- 1.
- 2.
- 3.
- 4.
5. *[This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.]*  
 Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

**INTERVIEW CRITERIA:** (May repeat screening criteria as appropriate.)

- 1.
- 2.
- 3.
- 4.
5. *[This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.]*  
 Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

**INTERVIEW QUESTIONS FOR CANDIDATES**

*Important Note: Questions MUST be related to the Interview Criteria and all criteria should be addressed*

LOCATION: \_\_\_\_\_ POSITION: \_\_\_\_\_ DEPT.: \_\_\_\_\_ DATE: \_\_\_\_\_

*(If any) Writing/Computer Exercise (to be completed prior to or following interview): Please include exercise, answers, and instructions here.*

Will writing/computer exercise be used? \_\_\_ Yes \_\_\_ No If yes, list criteria that will be used to score writing sample.  
Criteria #s \_\_\_\_\_

*(If any) Teaching Demonstration, Presentation, and/or Role Play: Please include these below, placed where the candidate would be expected to perform any of these and list the criteria used to score. Please provide a list of what will be provided or available for the candidate (Computer/Projector/Whiteboard/etc.).*

Will demonstration/presentation be used? \_\_\_ Yes \_\_\_ No

**INTERVIEW QUESTIONS FOR CANDIDATES**

Criteria #s      Note: The questions will now be scored during the interview but must still be related to the Interview Criteria, and the corresponding interview criteria number(s) must be noted on the left column.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

10. *[This question will remain verbatim and does not have to appear as the last numbered item - **please delete this statement when you finalize your document.**] The San Diego Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. Describe your professional development, community involvement, and professional experience in working with these diverse groups. Please, share your leadership experience in promoting diversity.*

QUESTIONS & CRITERIA APPROVAL: \_\_\_\_\_

Site Compliance Officer

Date: \_\_\_\_\_