

**CRITERIA FORM FOR SCREENING & INTERVIEWING - ACADEMIC**

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

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

NAME	TITLE
	Search Chair / {position title}
	Equal Employment Opportunity Representative ( <b>Assigned ONLY by Human Resources-Employment Office</b> )

PRESIDENT, VICE CHANCELLOR, or CHANCELLOR APPROVAL OF COMMITTEE:

\_\_\_\_\_  
Signature Printed Name (if designee) 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 THE HR-EMPLOYMENT OFFICE NO LATER THAN TEN (10) WORKING DAYS PRIOR TO SCREENING [and ten (10) working days in advance of interview, if screening is eliminated]**

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

*Incomplete Applications: HR will verify applications for completeness (i.e., on-line application + uploaded documents; "incomplete" applications will be included for review only if the Search Committee decides prior to screening to review incomplete applications.) Equivalency Requests: These applications will be included but marked "-Equivalency Requested."*

**Yes/No – Meets minimum qualifications as specifically stated in the job posting**

- 1.
- 2.
- 3.
- 4.

*[This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.]*

5. 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.

*[This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.]*

5. 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.

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

### **INTERVIEW QUESTIONS FOR CANDIDATES**

**Important 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.

*(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

Criteria #

\_\_\_ 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 working with these diverse groups.

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

Site Compliance or EEO Officer