

Screening committee Chairperson Guide

Thank you for your commitment to the success of South Puget Sound Community College (SPSCC) in this hiring decision by serving as screening committee chairperson. This role is both a great responsibility and an exciting opportunity for adding a new staff member to our campus community.

We will be helping your committee to succeed by taking the time to thoroughly prepare for the recruitment process from beginning to end. This preparation will ensure the best possible outcomes for you, the applicants, and the college.

Please be mindful of SPSCC's Strategic Plan, Mission, and Vision by taking a moment to review each of these and the Core Themes on the [college website](#).

It is the goal of the HR Office to aid in the college's commitment to cultivating an equitable environment by embedding diversity, equity, and inclusion into:

- Job descriptions,
- Position announcements,
- Recruitment strategies, and
- Screening/hiring criteria.

Prior to the position announcement being posted, the screening committee chair is responsible for:

1. Meeting with the HR Office:
 - a. Review the job description for:
 - i. Any artificial barriers to recruiting the broadest possible pool of candidates.
 - ii. Consider that equity, diversity, and inclusion commitments are included.
 - iii. Ensure that Washington State classification guidelines are met (if needed).
 - b. Develop supplemental questions for the application process to identify key criteria for the candidate to expand upon.
 - c. Develop an effective outreach/recruitment plan to ensure a diverse candidate pool.
 - d. Set dates necessary for the recruitment process (closing, screening, interviews, and tentative start date).
2. Soliciting volunteers to serve as members of the screening committee. The committee should consist of:
 - a. Diverse individuals who represent our college community and stakeholders.
 - b. Individuals from within and outside the position department, and possibly the outside community, who the position will work closely with.
 - c. Those who have the time to commit to the dates identified for the screening process, including at least two committee meetings in addition to the interview dates.
 - d. Individuals who are willing to complete implicit bias training to interrupt unconscious bias during the search process.
3. Ensuring committee members attend the initial meeting scheduled by HR to:
 - a. Confirm all committee members have a thorough understanding of the needs for position.
 - b. Identify dates of availability for first interviews.
 - i. Schedule desired interview locations so that HR can notify candidates.

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After the position is posted:

1. Ensure screening committee members are reviewing applications based on the screening matrix.
 - a. NEOGOV should not be used to score applicants.
2. Meet with the Screening committee to review applicants and determine who will be invited for interviews.
 - a. Email HR with the names of advancing candidates.
 - b. Email the agreed upon list of interview questions to HR.
 - c. Email HR with the dates, times, and names of those individuals who will perform final interviews.
3. Facilitate first interviews.
 - a. Review the strengths and weaknesses of interviewees to determine finalists.
 - b. Forward recommendation of candidates for final interviews to HR.
4. Conduct reference checks on selected finalists using the Reference Check Guidelines.
5. Make the official job offer to the candidate.
6. Notify any internal or final interview candidates who were not hired (candidates not moving beyond first interviews will be notified by HR).
7. Ensure the candidate completes their background check before you allow them to start working.

SPSCC Screening Committee Chairperson Checklist

POSITION TITLE: _____

COMMITTEE CHAIRPERSON: _____

SCREENING COMMITTEE MEMBERS:

SCREENING COMMITTEE CHAIRPERSON RESPONSIBILITIES	DATE OR CONFIRMATION OF TASK COMPLETION
1. Position description reviewed with HR.	
2. PAF approved/routed to HR.	
3. Supplemental questions identified.	
4. First interview dates/times/locations identified.	
5. Interview questions drafted.	
6. Second/Final interview dates/times identified.	
7. Reference checks completed.	
8. Background check completed!	

HR OFFICE RESPONSIBILITIES	DATE OR CONFIRMATION OF TASK COMPLETION
1. Position posted online & advertised.	
2. Screening Committee initial meeting set.	
3. Implicit bias training completed by committee members. <i>Committee members are unable to review applications until confirmed with HR.</i>	
4. Screening matrix reviewed by committee.	
5. First interview date meeting notices sent to committee.	
7. Candidates scheduled for interviews.	
8. Second/Final interview meeting notices sent to interviewers.	
9. Candidates scheduled for second/final interviews.	

SPSCC Reference Check Guidelines

A reference check is the interview of an applicant's colleague or former employer where behavioral-based, open-ended questions are asked to obtain pointed, specific feedback. Remember that all questions should relate directly to the position being filled, bearing in mind differences between previous positions and that of the position applied for at SPSCC. Each reference for each candidate should be asked the same questions in a recruitment in order to maintain consistency.

You will be providing a written narrative summary of your reference checks once all contacts are completed, and preparation for the process is key. Listen to what the reference says and evaluate their comments in the context of what the candidate would be doing in their new role.

Prior to checking references:

1. Review the candidate's application to confirm authorization to contact:
 - a. Prior employers,
 - b. Current employers,
 - c. Listed references.
2. Be prepared with questions before contacting a reference; listen or read carefully for what is and isn't said in response to specific questions you ask. The process should feel like a conversation, not an inquisition. If the individual being interviewed provides a vague or ambiguous response, be flexible and explore the issue.

Always begin by telling the reference:

1. Your name,
2. That you are calling on behalf of South Puget Sound Community College,
3. The name of the applicant on whom you are conducting a reference check and the position applied for,
4. That the applicant authorized you to inquire about their previous employment and to contact references,
5. That the conversation will probably take about 20 minutes (and if the timing is inconvenient, schedule a time to call back), and
6. That the information will be kept confidential and will not be shared with the applicant.

Forward all notes to the Human Resource Office when complete.

SPSCC Reference Check Form

A minimum of two (2) references should be checked per candidate. It is the responsibility of the candidate to identify correct contact information if you have difficulty reaching a reference. You may contact an applicant's prior supervisor or peers. Ask behavioral based, open-ended questions that relate to the skills required for this position and be consistent with the questions used for each candidate in a recruitment.

Candidate Name: _____

Reference Name: _____

Reference Type: Professional Personal Other

Explain the reason for your call and describe the position the candidate has applied for.

For employment references, verify the following information.

Company Name: _____
<i>Employment Dates</i> From: _____ To: _____
Position(s) Held: _____
Salary History: _____
Reason for Leaving: _____

Remember, this is a conversation; adjust the way you ask the questions to fit the type of reference (professional, personal, other).

1. Please describe the type of work for which (candidate's name) was responsible.

2. How would you describe (candidate's name) relationships with coworkers, subordinates (if applicable), and supervisors?

3. How would you describe (candidate's name) day-to-day demeanor? Please elaborate.

SPSCC Reference Check Form

4. What were (candidate's name) strengths on the job?

5. What were some areas where (candidate's name) could improve?

6. What would (candidate's name) critics say about them?

7. Tell me about (candidate's name) related to:

- Ability to handle pressure:

- Verbal and written communication skills:

- Initiative:

- Planning and organization abilities:

- Creativity:

- Problem solving skills:

- Personal integrity or ethical concerns:

- Complaints for discrimination or harassment:

SPSCC Reference Check Form

8. What is your overall assessment of (candidate's name)?

9. Would you recommend (candidate's name) for this position? Why or why not?

10. Would this individual be eligible for rehire with your company? Why or why not?

11. Is there anything else you would like to add that I have not asked you?

Your name: _____

Date: _____