

SCREENING COMMITTEE ORIENTATION

Presented by
Oregon Coast Community College
Office of Human Resources

THE ROLE OF THE COMMITTEE MEMBERS AND THE CHAIR

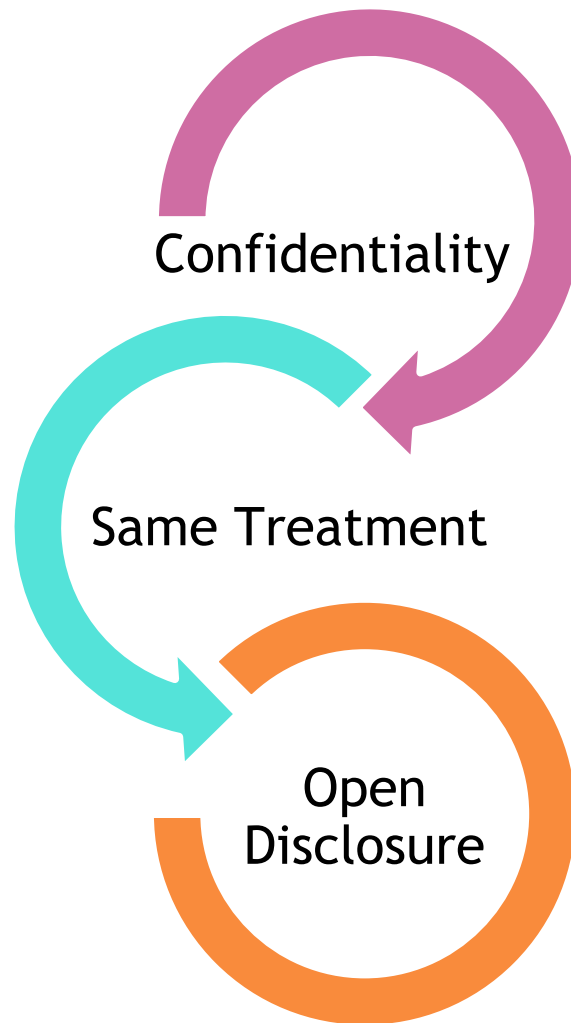
Committee Chair

- Convenes the committee
- Conducts reference checks on finalists
- Gathers and submits all documentation from the process
- Forwards finalists for final hiring decision

Committee Members

- Create questions for the candidates
- Review candidates using established rubrics
- Participates in interviews
- Identify finalists for further consideration
- Maintain confidentiality of the screening and selection process

THE 3 PRINCIPLES OF SCREENING COMMITTEES



CONFIDENTIALITY

Means that the committee members will only discuss:

- The applicant pool
- The screening plan
- The selection process



CONFIDENTIALITY

- All discussions will occur in a place where the discussion will not be overheard or misinterpreted by someone outside the screening committee.
- Maintaining silence on screening committee issues will protect the integrity of the screening committee.



CONFIDENTIALITY

Do you have any tips for my interview?

Are you close to making a decision?

Do you have a finalist yet?

I didn't get the job. What did I do wrong?

I can't talk to you about any of this. If you have questions, please contact HR.

I'm better than the person selected, why didn't I get the job?

How many people applied for the job?

Can you put in a good word for me?

How's it going?



Confidentiality of the screening committee information is *forever*. It does not cease once a person is hired.

Whether service on a committee occurred ten years ago or ten days ago the need to retain confidentiality still exists.

SAME TREATMENT

- The purpose of *Same Treatment* is to give each candidate equal consideration in the screening process.
- Committee members cannot discuss the interview and selection process with applicants on an individual basis.
- All candidates need to be treated equally, and if one applicant is given information that other candidates are not provided, the equality of the process has been negated.

SAME TREATMENT

How to help ensure Same Treatment?

- ⦿ Develop interview questions ahead of time and do not deviate. Appropriate follow up questions are okay
- ⦿ May provide the questions to the candidates ahead of time (usually 15 minutes - just before their interview).
- ⦿ Do not assume information or background, if you need to know about something, ask everyone!

OPEN DISCLOSURE

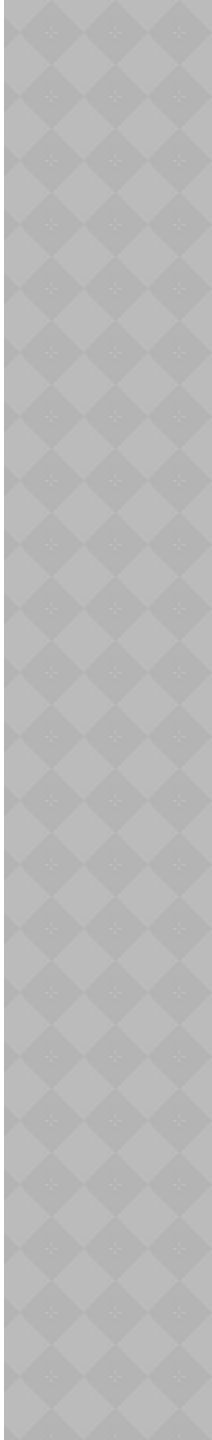
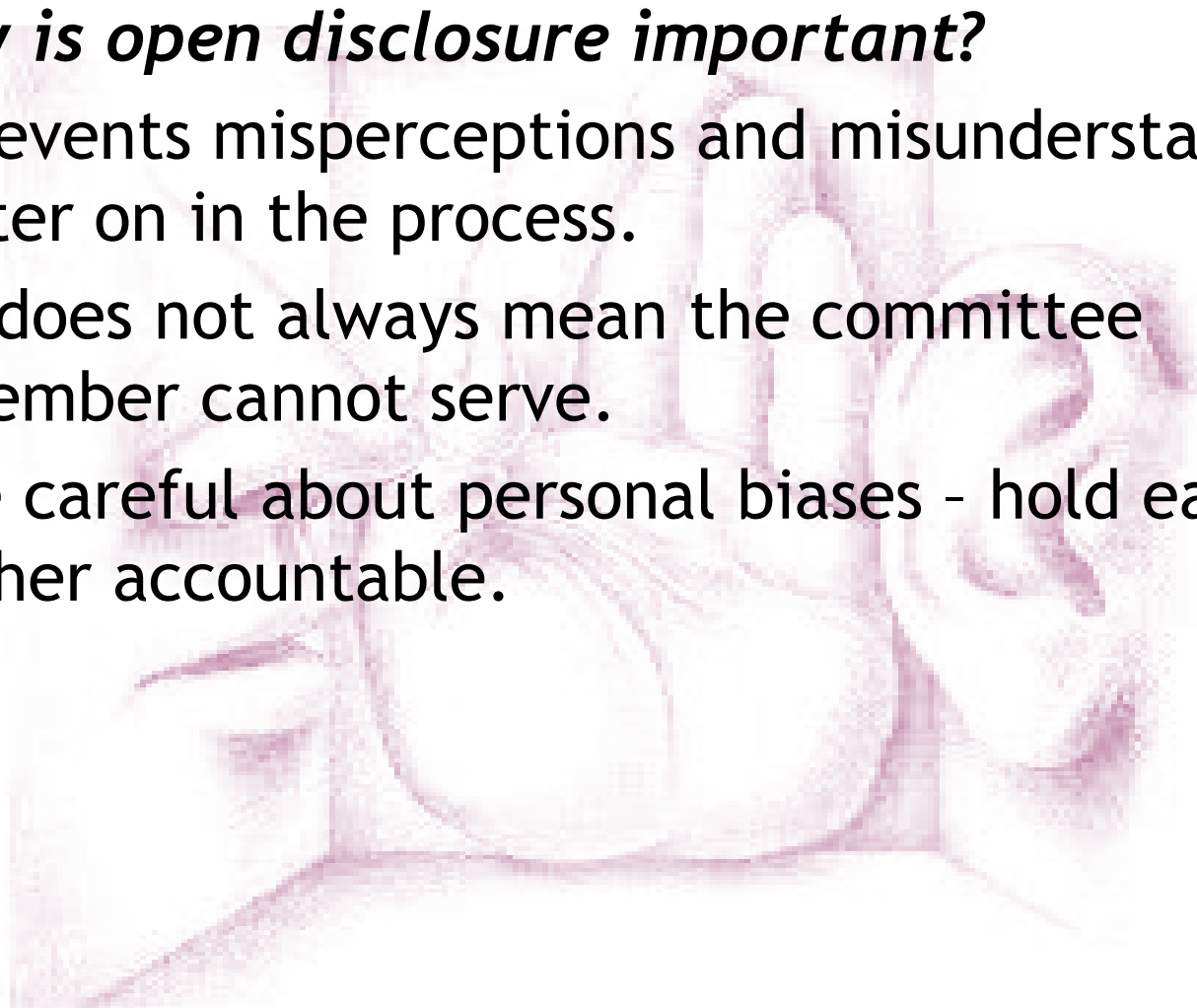
What is Open Disclosure?

- ⦿ If a committee member or the chair has present or past involvement with an applicant in *any* way, it is important that they disclose that to the other committee members.
- ⦿ All committee members are required to sign a **Screening Committee Disclosure** form.

OPEN DISCLOSURE

Why is open disclosure important?

- ⦿ Prevents misperceptions and misunderstanding later on in the process.
- ⦿ It does not always mean the committee member cannot serve.
- ⦿ Be careful about personal biases - hold each other accountable.



WHY DO WE USE THE 3 RULES?



Protect the Applicant
Protect the College Protect YOU!

- Enables the committee to evaluate each applicant on his/her merits rather than being influenced by outside sources.
- As an equal opportunity employer, this is OCCC's goal.
- Failure to follow any of these rules may lead to disciplinary action.

AFFIRMATIVE ACTION

Considering both federal and state law, it is unlawful to discriminate against an applicant for any of the following reasons:

- Race
- Color
- Religion
- National origin
- Sex
- Marital status
- Family relationship
- Age (unless under 18)
- Expunged juvenile record
- Mental or physical disability
- Workers injured on-the-job
- Previous Wage information

In addition, there are laws and practices in place to ensure that the following are treated equally:

- Accommodations for Disability
- Preference for Veteran status



VETERANS PREFERENCE

- By Oregon statute veterans will receive a special consideration in the hiring process.
- HR will notify the committee chair as to veterans in an application pool.
- At OCCC special preference for Veterans means that each self identified Veteran that meets the minimum qualifications will be invited for a phone/zoom interview.
- HR will review with Chair the pros and cons of all veterans to ensure equity.
- All steps are documented.

WHAT CAN I ASK?

Keep the questions job related

- ⦿ Education, experience and training pertinent to the position and how he/she feels it will be of value.
- ⦿ The reasons for leaving positions.
- ⦿ Explain gaps in employment.
- ⦿ Whether or not the applicant can work the assigned schedule.
- ⦿ Membership in professional organizations related to the job.

BE PREPARED

What will you do if:

- ⦿ A candidate comes to the interview in a wheelchair.
- ⦿ During the interview, the candidate says “I have to take my lunch right at noon *everyday* because of my diabetes.”
- ⦿ You receive a thank you note/email sent to your personal address.

QUESTIONS?

If you need further assistance or have additional questions:

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