CHECKLIST FOR SELECTION COMMITTEE REPRESENTATIVE (SCR)  
CLASSIFIED  
ORIENTATION (FIRST) MEETING

As Selection Committee Representative of this committee, please work closely with the Chairperson to complete the responsibilities on this checklist (all forms mentioned below may be found in your folder) and to make sure everything goes smoothly during subsequent committee meetings and interview sessions. It is recommended that the Chairperson and Selection Committee Representative meet prior to each meeting and interview session to go over their respective instructions, coordinate functions as necessary and discuss the handling of any special situations which might arise.

The following items must be accomplished during the Orientation Meeting and notes made on the forms stapled to the left inside of your folder as necessary. Initial each item as it is completed and sign/date at the bottom.

☐ During the course of the committee meetings, you are responsible for filling out the Equal Employment Opportunity Checklist which is in your folder. As the meeting progresses, initial each item as applicable, sign and date at the conclusion of interviews.

CALL THE MEETING TO ORDER AND GO THROUGH THE NEXT FOUR ITEMS ON YOUR CHECKLIST:

☐ If no Chairperson is indicated on the Selection Committee Membership/Meeting Interview form, ask the Administrator to select a Chairperson at the Orientation, note who is selected on the Selection Committee Membership/Meeting Interview form. Give that person the red Chairperson folder. (Note: Selection Committee Representative may NOT serve as Chairperson also.)

☐ Read the Committee Confidential Statement to the Committee or summarize the pertinent points. Make sure committee members new to the process understand the importance of this document. Answer any questions regarding it, and instruct the Committee members to sign and date the Committee Confidential Statement. This completed form must be returned to the Senior H.R. Generalist, and it will become part of the permanent hiring archives.

☐ Instruct committee members to look at the Applicant Disposition form list of applicants, if available. Ask if any committee member is acquainted with any of the applicants. If so, ask the committee member if she/he feels she/he can remain objective during the selection process, otherwise the committee member should be excused. Explain that if anyone has ever had an issue, confrontation or other negative experience, whether personal or professional, with any of the applicants which might cause the applicant to challenge that committee member's presence on the committee, that person should be excused. If a committee member has written a letter of reference for an applicant for this specific position, then that committee member should be excused from the committee. If the reference letter was written in the past and/or not written for this specific position, then it may be okay for that committee member to remain on the committee, but you must question the committee member about when the letter was written and for what purpose, and whether
or not he/she has any bias in favor of this candidate for this position, before a decision is made as to whether or not this person should remain on the committee. If the Supervisor for the position is on the committee and is currently supervising an in-house candidate for the position, that Supervisor should be questioned about bias and possibly excused from the committee. Stress the necessity of treating all applicants the same, as if they are unknowns, both during the screening and interview process, to be scored only on the basis of what is on paper and what is said during the interview, not on the basis of what the committee member may know about the applicant.

Go over screening guidelines section from: Orientation Overview form with the committee. Spend some time on this if there are any inexperienced committee members. Discuss any questions or comments.

PLEASE ASSIST THE CHAIRPERSON WITH THE FOLLOWING:

The Supervisor/Administrator will present an overview on the position, and make notes on the Orientation Overview form. (Assist Chairperson in making sure Supervisor/Administrator's criteria match the job description, they should not be adding any new requirements or duties that are not on the job description or job announcement. Also make sure that no candidate will be given an unfair advantage by any particular criteria).

As necessary, assist Committee Chairperson in establishing screening criteria. Point value of 1-5 or 1-10 must be assigned to each criteria. Screening criteria should be taken from the Administrator/Supervisor’s overview, making sure that the items are in the job description. Administrator/Supervisor may consult at this point, but should not dictate all screening criteria; committee members must participate. Number of criteria are not limited to the number of columns on the draft Screening Evaluation sheet, additional columns may be added if there is a large pool that needs to be narrowed. The Chairperson is responsible for clearly indicating any changes or additions on the draft Screening Evaluation Sheet and giving that information to Cara after the meeting.

As necessary, assist Committee Chairperson in establishing interview questions. All questions will be worth 10 points. Chairperson leads the Committee in establishing interview questions. Although sample questions or questions used previously may be provided in your folder, new questions should always be developed for existing as well as newly created positions, particularly if there are candidates who may have interviewed for the same position previously. Review any sample interview questions provided in the folders with the committee. Assign the task of developing new questions to qualified committee members. Instruct the committee not take the sample questions with them unless absolutely necessary, it is preferred that questions should only be worked on in committee or in a group, or via e-mail. If a committee member takes questions to work on or is creating new questions, she/he may do so, but must be reminded to keep the questions secure and confidential. Questions in development should be transmitted between committee members only by e-mail. All questions should be forwarded by e-mail to the Chairperson to be compiled and the final version e-mailed to the Senior H.R. Generalist for review and copying. Instruct committee members not to ask assistants to type the questions for them.

Chair will adjourn meeting. Assist Chairperson in monitoring: Members may take with them (1) job announcement; (2) Meeting/Interview Schedule; (3) iGreentree instructions; (4) Classified Staff Selection Procedures document; (5) EEO presentation. All other materials must remain in the folders.