
Roles and Responsibilities - Hiring Committee

1. Attend training for Search Committee. Commit to reaching the broadest pool of potential candidates in order to hire the candidate who will be the greatest asset to students and the campus community.
2. Attend **all** meetings of the Search Committee.
3. Assist in development of interview questions and identify appropriate responses.
4. Assist in development of an appropriate teaching or related demonstration.
5. Screen each application at <https://tbe.taleo.net/MANAGER/dispatcher/login.jsp> and complete the screening form for each application.
6. Participate in all interviews.
7. Contribute to the discussion to evaluate and recommend finalists for the position.
8. Understand and promote the District's commitment to equal opportunity & diversity throughout the search process.
9. Do not share job related knowledge about applicants and candidates with the Committee until finalists are selected. **At that point, you may only share first-hand, job related information with the committee.**
10. Ensure that all required paperwork is submitted to the committee chair (including any notes you took during the interview process). Notes must *only* include job related information pertaining to the essential duties and knowledge; skills; experience; and abilities required to be able to successfully perform the position. Do not include personal or non-job related information about candidates. Submit notes and worksheets as soon as discussions are completed.
11. Maintain strict confidentiality throughout the process.
12. Participate in second level interviews if invited/selected.