Process for Forming a Screening Committee

August 2014

- The Hiring Administrator is notified via email that a position has been posted. The email will include a direct link to the posting (job announcement, closing date, etc), a Screening Composition form, the Screening Committee Establishment Guidelines and a list of the Constituency Contacts.

- Posting timelines for positions are as follows:
  - Academic – 45 days
  - Classified – 21 days
  - Confidential, Management and Supervisors – 30 days

- The Hiring Administrator (or a designee may be identified) is responsible for sending out the request for appointments to the constituency representative.

- A time period of 3 weeks should be allowed for the appointments to be made.

- A courtesy reminder should be sent if no responses have been received.

- After 3 weeks, the Hiring Administrator can recommend committee members to the appropriate constituency groups. The individual committee members still need approval from the constituency group.

- The Hiring Administrator is required to follow the appropriate committee make up as outlined in the Screening Committee Establishment Guidelines.

- The constituency representative will forward their appointments directly to the Hiring Administrator (or designee) and “cc” the Employment Services Coordinator.

- The Hiring Administrator (or designee) will complete the Screening Composition form and send it via email to the Employment Services Coordinator.

- The Employment Services Coordinator will approve and respond via email by providing information needed for the first screening committee meeting, including:
  - Job Announcement
  - District Orientation Training information (who needs to attend)
  - Agenda
  - Confidentiality Statement (to be signed by all the members)
  - Sample Questions (from a previous or similar position)