San José-Evergreen Community College District

**HR/EMPLOYMENT SERVICES**

**SCREENING COMMITTEE ROSTER FORM**

|  |  |
| --- | --- |
| **TODAY’S DATE:** |  |
| **POSITION NUMBER:** |  |
| **POSITION TITLE:** |  |
| **LOCATION:** |  |
| **FIRST REVIEW /CLOSING DATE:**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Member:** | **Department:** | **Ethnicity:** | **M/F** | **Constituency Group:** |
| **\*HIRING ADMINISTRATOR:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | **Students** – Please include the following information:1. Student’s ID number and/or their District assigned email
2. Personal email address they use

The information is required to complete the District’s Diversity/Hire training.  |

**\*The hiring administrator (or designee) is REQUIRED to serve on the screening committee.**

**Did you contact the appropriate constituency representatives from CSEA, Faculty Senate, MSC and the Student Association, as required?** No [ ]  Yes [ ]  (See Below)

**Please list the dates you sent your requests for appointments to the constituents below:**

|  |
| --- |
|  |

March 2021