



Human Resources Development And Personnel Services

FIRST MEETING/BASIC AGENDA

1. Introductions
2. Training
 - a. Commitment to equal opportunity for all qualified applicants
 - b. Review of search process
 - c. Role and responsibility of the Selection Committee
 - d. Role and responsibility of the Equal Employment Opportunity (EEO) Representative
3. Establish Committee meeting times and timelines of search
4. The following items can be included in the first meeting or scheduled for another meeting:
 - a. Identification of screening criteria and method of evaluation
 - b. Development of interview questions/teaching demonstration and discussion of appropriate responses
 - c. Review reference checking process

SECOND MEETING/BASIC AGENDA

Meeting to Select Candidates for Interview

1. Review screening criteria
2. Discuss/evaluate applicants
3. Identify candidates to interview
4. Evaluate fairness of the process with EEO Representative
5. Determine dates, times and place of interviews
6. Review format of interviews
7. Review remaining timelines
8. Other issues

THIRD MEETING/BASIC AGENDA

Meeting to Select Finalists/Interview

1. Review screening criteria and interview information
2. Interview candidates
3. Discuss/evaluate candidates including their potential contributions to success of a diverse student population
4. Evaluate all phases of the process with the EEO Representative to ensure that all candidates were treated fairly and equally
5. Review reference check template
6. Designate reference checking responsibilities
7. Reconfirm which committee members will participate in second selection interviews
8. Other issues