## LOS RIOS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE POSITION HIRING SUMMARY

To be Completed by Committee Chairperson: (President's/Chancellor's Designee)

Po	sition:	FTE:	
Co	ollege/Work Location:	. Operating Unit/Department	
1.	Screening Committee:		
	Chancellor Designee (District Office Position) President Designee (College Position)		
	Immediate Supervisor/Manager Designee		
	Equity Officer/Representative or Management Designee		
	Two faculty appointed by Faculty Senate President (Educational Management positions only)		
	Interview Committee: (Please complete reverse sidentes of Recommended Candidates:		
	Signed(Commit	Date	
_			
	1. This form (P-131-0) 2. Equity Report (P-130) 3. Recommendation for Employment (P-673-0)	<ul> <li>4. Screening Criteria</li> <li>5. Interview Questions</li> <li>6. Individual Rating Sheets</li> </ul>	5 White
ΕÜ	hnicity Codes: 1 American Indian 2 Asian	3 Black 4 Hispanic	5 White

2. <u>Interview Committee</u>: (Shall include women and one or more ethnic minorities)

	Representative	Name	Ethnicity			
A.	<u>Chairperson</u> Chancellor or Management Designee (District position) President or Management Designee (College position)					
В.	Supervisor or Management Designee					
C.	Equity Officer/Representative (Mgmt.)					
D.	For Educational Management Positions:					
	1. Faculty Member					
	2. <u>Faculty Member</u>					
	Additional faculty members for Dean II level or below only:					
	3. <u>Faculty Member</u>					
	4. Faculty Member					
E.	For College Positions <u>District management representative</u> , appointed by the Chancellor (Optional for area dean positions).					
F.	For District Positions College President or Management Designee					
G.	G. For Classified Management Positions  Faculty or classified with expertise in area, approved by the Chancellor (District) or President (College).					
Н.	Outside Consultant (if appropriate)					
ī	Classified representative (if not selected in G above)					

# SACRAMENTO CITY COLLEGE EQUITY REPRESENTATIVE CERTIFICATION

#### **Confidential**

As the equity representative, I certify that the intervie	ew process for the position of
position #	was conducted on
in accordan	ace with approved LRCCD policies on equity representation.
NAMES OF CAND	IDATES INTERVIEWED
Please list all candidates interviewed and mark with a committee as finalists.	an asterisk (*) the candidates recommended by the interview
COMMIT Name	TEE MEMBERS <u>Title</u>
Chair	
Equity Rep.	
Member	<u> </u>
Sion	ned:
Sign	Equity Representative

PLEASE COMPLETE THIS FORM AND FORWARD TO EQUITY OFFICER IN STUDENT SERVICES 105 WITHIN 2 DAYS.
THANK YOU!

## SACRAMENTO CITY COLLEGE ER DEMOGRAPHICS REVIEW FORM

#### **Confidential**

As the equity representative, I am requesting that the campus Equity Officer review the Search Committee				
composition for the position of	position # to			
confirm that the committee meets the diversity requirements as	s outlined by the District.			
COMMITTEE MI				
<u>Name</u>	Ethnicity and Gender TO BE COMPLETED BY CAMPUS EQUITY OFFICER			
Chair				
Equity Rep				
Member				
Print and Sign: Equity Representative	<u> </u>			

PLEASE COMPLETE THIS FORM AND SUBMIT TO

EQUITY OFFICER VIA EMAIL (CAMPUSINTERVENTIONS@SCC.LOSRIOS.EDU) OR IN PERSON (STS-105) ONCE ALL INFORMATION IS KNOWN.

THANK YOU!

# Los Rios Community College District Equal Opportunity Employment Checklist

A.	A. Position Information				
	ПА	RC 🗖	CR	C □ DO/FM/Ethan Wy □ FLC/EDC □ SCC	Other
	<b>□</b> c	ertificate	d	☐ Classified ☐ Management	
	Oper	ating Uni	t:	Posting Title:	Posting No.:
В.	<u>Scre</u>	ening C	om	mittee	
	Yes	No	1.	Did the committee members review the job specifica	ations for the position?
			2.	Were job-related objective criteria established for se	electing candidates to be interviewed?
			3.	Were the criteria broad enough to ensure a diverse	applicant pool?
			4.	Did the committee include a diverse membership whassessment of applicant qualifications?	nich will bring a variety of perspectives to the
			5.	Was a standard rating system established for screen	ning the applicants?
C. <u>Interview Committee</u>					
	Yes	No	1.	Did the committee include a diverse membership whassessment of applicant qualifications?	nich will bring a variety of perspectives to the
			2.	Was the committee advised of standard interview pr	rocedures?
			3.	Did the committee review the job specifications for the	he position?
			4.	Did the committee develop standard questions to be	e asked of each candidate?
			5.	Were the same questions asked of each candidate?	
			6.	Were the same committee members present for all i	interviews?
			7.	Was a standard rating system established for intervi	iews?
Con	nments	s:			
Dat	e	Pleas	se fo	Equity Representative  brward completed form to the appropriate Dean/Direct	tor or President/Vice Chancellor

for forwarding to District Human Resources.

Form P-130 Rev. 8/10

### LOS RIOS COMMUNTIY COLLEGE DISTRICT

### Classified Employment

Vacant Position:		Po	sition No.:	FTE:
□ARC □CRC □DO □EDC	☐ ETHAN ☐ FLC ☐	FM □ SCC □	Outreach/Other	
Operating Unit:				
SCREENING COMMITTEE: (To	be appointed by preside	nt, Vice Chancel	lor, or designee.)	
Members:		Equity Off	icer/Representative	
		Chairperso	on	
INTERVIEW COMMITTEE: (To classified member of the operating must be included on the committee	unit, one member of the			
NAME	ETHNICITY	SEX	REPRESENTA	ATION
			Chairperson	
			Equity Officer/	Representative
			Classified Men	nber of Operating Unit
			Classified Men	nber of Operating Unit
			Committee Me	mber
			Committee Me	mber
NAMES OF APPLICANTS INTE	RVIEWED			
	ANDIDATE(S):			
NAME OF RECOMMENDED CA				
NAME OF RECOMMENDED CA			dministrative Officer	_

Please forward to the District's Human Resource Office.

Items on reverse side of this form.