

Hiring Manager Recommended Selection Committee Members:

(To be completed by the hiring manager and submitted to Human Resources prior to committee member notification)

Position Title: _____ Hiring Manager/Dean: _____

Chairperson: _____

Classified Faculty Non-represented

Committee Member: _____

Classified Faculty Non-represented

Committee Member: _____

Classified Faculty Non-represented

Committee Member: _____

Classified Faculty Non-represented

Committee Member: _____

Classified Faculty Non-represented

Committee Member: _____

Classified Faculty Non-represented

Additional: _____

NOTE: Three-person Committees are often used for classified selections; Committees for administrative and faculty positions most often consist of five or more members.

- A Screening Committee Chair (either appointed by the Hiring Manager or selected by Committee members)
- One or more individuals (from the District, community, industry or from other institutions) to serve as “technical representatives” who are able to assist fellow Committee members with understanding and assessment of the technical requirements of the position.
- Other members, as representatives of applicable District groups or areas of expertise, as appropriate

The committee listed above is a recommendation only. Upon approval of the classified representative (alternative classified representation may be presented for review) and Human Resources review you will notified that the committee is final and the committee members may be notified, typically within 5 – 7 days.