



Spring 2020

Dear Colleague,

Thank you for agreeing to serve on a screening committee. I recognize the time, energy, and commitment it requires. When it comes to hiring, getting it right is one of the most important things we can do on behalf of our students and community.

Applicant screening is critical to the hiring process. The importance of adhering to “**Standards of Decorum**,” as it relates to effectively serving on a screening committee, cannot be overstated. Therefore, each committee member must act with the highest manner of professionalism and should actively participate throughout the process by:

- Participating in the creation of an open and supportive environment
- Sharing ideas and engaging one another in meaningful discussion
- Listening actively to others before responding
- Being open to feedback and input from others
- Having patience - everyone has their own way of communicating and expressing their views and ideas
- Contributing to the development of member roles and a recruitment timeline to complete the search process
- Developing screening criteria, selecting candidates for interview, conducting interviews, and documenting actions
- Valuing that each members’ votes count equally
- Maintaining confidentiality before, during, and after the process has been completed

Ultimately, the screening committee’s goal is to select qualified candidates who will positively impact and support the District’s mission and values by successfully demonstrating sensitivity to and an understanding of our diverse student population and the greater campus community. Screening committee members should be as inclusive as possible, identifying reasons to screen-in candidates, rather than reasons to screen them out. Toward that end, the screening committee must:

- Ensure equitable consideration and treatment of all candidates throughout the process
- Uphold Equal Employment Opportunity (EEO) law and MCCD Board policies
- Recognize potential biases or conflicts of interest and disclose such to the committee chair

Each member’s consent to serve on the screening committee confirms their acceptance of the responsibility to be professional, equitable and ethical. If the screening committee is unclear



about its role in the hiring process, the chair or individual committee members should contact Human Resources for clarification.

Again, thank you for serving on a screening committee and for your active participation in the process. I hope you find the process engaging and meaningful.

Respectfully,

David Wain Coon, Ed.D.  
Superintendent/President