

## **Applicant Screening Guidelines for Committee Members**

- DO look for reasons to screen in candidates not screen out candidates.
- Do look at transferable skills. DON'T put too much weight on direct or exact experience. Ask yourself, what skills are necessary to do the job the candidate is doing?
- DO review other "value added" skills or experiences. Ask yourself, do these experiences benefit the College's mission and values, and the candidate's ability to serve as a role model for students, staff, and faculty?
- DO consider attributes such as positive attitude, and passion and commitment to the position and/or College.

## **Interview & Note-Taking Guidelines for Committee Members**

- Don't ask or comment about any of the following: an applicant's age, race, sex, creed, religious preference, color, disability, work related injuries, medical conditions, gender, sexual orientation, citizenship, national origin, maiden name, marital status, children, pregnancy, or veteran status.
- You may not discriminate against applicants because they are eligible for Family Medical or Military Leave.
- Keep the interview focused on the applicant's ability to perform the job. You may ask about an applicant's ability to perform specific and essential job functions and how they would perform those functions.
- Don't ask questions motivated by your legitimate concerns about safety habits or absenteeism.
- Don't forget that applicants who can't perform the job with reasonable accommodation aren't protected by the by the ADA. So it's perfectly acceptable to ask applicants with visible disabilities – and those who volunteer information about a disability that is not visible - to explain or demonstrate how they would perform job-related tasks.
- Make sure you ask the same questions of all the interviewees for a position. Make sure you stick to the drafted interview questions; however you are allowed to ask follow-up questions.
- Don't conduct half-hearted interviews with candidates after getting a look at them, especially if they belong in a protected class. DO contribute to making the interview a positive experience for all candidates.
- DO remember to be professional but also have fun. Remember the interview is a time for you to learn about the candidate but also for the candidate to learn about the LCC culture.
- DO give weight to soft skills and to technical skills. The "fit" of the person to the position and department is important.
- Be careful about what kinds of reminders you write down. Comments such as "overqualified" could be interpreted as meaning "too old" and it is best to avoid them.
- Do make note of any and all legitimate negative characteristics that are job-related. Protect yourself by documenting all nondiscriminatory reasons for not hiring an applicant.
- Never make gratuitous notes during the interview not related to the applicant's abilities and qualifications for the job.