



**Faculty Hiring Selection  
CHECKLIST**

**Position Title:** \_\_\_\_\_  
**Meeting to Select Candidates:** \_\_\_\_\_  
**Interview Date(s):** \_\_\_\_\_

- Advised hiring committee members that all information and proceedings must be kept confidential; guidelines of nondiscrimination; and, EEO obligations (rating applications and evaluating candidates.)
- Each committee member followed standard rating system for screening the applications.
- Selection of applicants to interview conducted in open and fair manner with adequate discussion relating to those not invited to interview.
- Faculty Agreements relating to faculty selections, including adjunct and transfer applicant interviews followed.
- All interviewees provided with notice, including date, time, and place and other information related to interview, such as teaching demonstration topics, portfolios, etc.
- Each candidate asked the same job-related questions and follow-up questions generally limited to clarification or expansion of something she/he said. No leading or improper questions asked.
- All interview committee members present for selection meeting and all interviews.
- Standard rating system established to evaluate the candidates following the interviews with discussion of strengths and weaknesses of each candidate.
- Advised committee of reference check procedure.
- Selection of finalist(s)/candidate(s) conducted in fair manner; all committee members participating.

Comment/Exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Chair: \_\_\_\_\_