

CCC PRESIDENTIAL HIRING COMMITTEE
Application Screening Rubric

Applicant _____

Date _____

Adjunct or full-time? _____

When hired at CCC in current position? _____

Total Score _____

Please use the following rating scale: 1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent

	Weight X Rate = Score		
	Weight	Rate	Score
<p>1. Please tell us why you are interested in serving on this hiring committee : Expertise in position and how own work interacts with position</p> <p>Key points:</p> <ul style="list-style-type: none"> • Demonstrates understanding of position to be hired and general affect of this position on the campus • Works with position in question. 	5	1 2 3 4 5	
<p>2. Please tell us why you are interested in serving on this hiring committee : what will make you a good faculty representative on this committee.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Demonstrates understanding of the specific needs of our CCC community. • Overall displays passion for working at CCC and serving on the committee. 	5	1 2 3 4 5	
<p>3. Please give a specific example of how you have employed equity-minded practice in your work. Describe what changes occurred in your work as a result.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Identifies needs of underserved student populations: first generation, low income, non-traditional. • Provides a specific example that demonstrates sensitives to working with various students and advocacy. • Describes specific challenges with outcomes and how worked to advocate for change. 	10	1 2 3 4 5	

<p>4. Which faculty groups on campus are you confident you can represent well, and which faculty groups are you unfamiliar with or would have trouble representing well? Briefly explain.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Lists several faculty groups, beyond the home department and division. • Was forthcoming in sharing lack of experience with specific groups • Listed several groups without contact/experience 	5	1 2 3 4 5	
a. Fully available for committee work and meeting times	5	1 2 3 4 5	
b. Active in committee service or other campus-wide experience and service	5	1 2 3 4 5	
c. All faculty who are interested in hiring committees get a turn over time	5	1 2 3 4 5	

Additional note from the application:

Overall committee balance:

- a. Areas of expertise (eg. reps for multiple divisions vs. all from one division)
- b. Institutional knowledge (eg. include ‘fresh’ perspective of newer faculty and ‘wisdom’ of faculty with a long tenure)
- c. Demographics (eg. gender, race/ethnicity, etc.)

Please note that decisions about who will be selected to serve on this committee will take into consideration the makeup of the ENTIRETY of the committee, and may not reflect any particular applicant meeting any one set of criteria. Compiling a diversity of experiences and perspectives will be of high value in forming the final committee, as will including people who are active in campus life, can incorporate broad understanding of our campus, are committed to equity, and who work with the person in the position being hired.