Prairie View A&M University  
Office of Equal Opportunity & Affirmative Action

SEARCH COMMITTEE IDENTIFICATION FORM  
(Submit to Office of Equal Opportunity for approval before search begins)

JOB CODE NUMBER: _______  POSITION: ______________________________

In order for the EO/AA Office to identify the diversity of the Search Committee, please have each member self identify themselves as requested below.

*Upon completion please return to the EO/AA Office immediately.*

Race/Ethnicity:

1. White, Non-Hispanic – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2. Black, Non-Hispanic – A person having origins in any of the Black racial groups of Africa.

3. Hispanic – A person of Mexican, Puerto Rica, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

4. Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islanders. This area includes China, Japan, Korea, the Philippine Islands, and Samoa.

5. Native American or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintains identification through Tribal affiliation or community recognition.

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<th>Name</th>
<th>Professional Area/Dept.</th>
<th>Gender</th>
<th>Ethnicity</th>
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<td>2.Co-Chair</td>
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Date Submitted to EO/AA for Review: ________________  Position Closing Date: _______

Comments for Revision: ___________________________________________________________

Reviewed and Approved by EOO/AA______________________________  Date: ____________
Prairie View A&M University
Office of Equal Opportunity and Affirmative Action

Search Committee Checklist

Recruiting Department: ________________________________ Job Number: _______

Vacancy Position: __________________________________________

Date Request To Fill Sent to H.R.: __________ Date Request To Fill/PDQ Approved by H.R. _______

Date Job Description Approval by EOO/AA: ________________

1. Recruitment Procedure Packet Received from HR Date: ______________
2. Recruitment Plan submitted to EO/AA for review and approval. Date: __________
3. Search Committee Identification Form sent to EO/AA for review & approval. Date: ________________
4. Date Job Description Posted by HR. Date: ______________
5. Send out Acknowledgement Letters and EEO Applicant Information Forms (Faculty Positions Only)
   (Forms must be directly returned to The Office of Equal Opportunity, not search committees)
6. Job Vacancy Announcement Mailed Out To: (Professional Organizations) (Dates)
   __________________________________________________________________________
   __________________________________________________________________________
7. Job Vacancy Announcement Advertised In: (National Publications) (Dates)
   __________________________________________________________________________
   __________________________________________________________________________
8. Job Vacancy Internal Distribution: (Copies sent to Deans, Department Heads to post within
   each department/division as well as other appropriate areas.
   __________________________________________________________________________
   __________________________________________________________________________
9. Committee Members Personal approach/contacts.
10. Development of Applicant Evaluation/Matrix/Rating Form: Yes __________
11. Proposed Interviewee Request Packet Approved by EO/AA: Approved o Interview Date:___________
    (Prior to inviting candidates for interviews)
12. Send letter to all candidates who will not be considered for interview Date: __________
13. Post Interview Evaluation Forms Completed: Date: ______________________
14. Once interview process is complete and candidate(s) are selected (prior to offer/recommendation), complete
    Job Applicant Flow Record with listed justifications for candidates not selected as finalist. Submit to Office of
    Equal Opportunity for Approval.

Prior to Offers:
15. Chair/C-Chair will conduct reference checks. Date: ________________ (Faculty Only)
16. Human Resources will conduct a security and background check in addition to verification of educational
    credentials.
17. Once offer (with assistance of HR) has been extended and accepted, notify candidates not selected for the
    position (Faculty positions)
Sample
Faculty Pre-Screening/Evaluation Form

Name:______________________________  Position:______________________________

Has applicant submitted all requested material by due date?  ______Yes  ______No

Cover letter addressing qualifications  ______ Vita/resume  ______
Three letters of reference  ______ Transcripts (if applicable) ______

Does applicant meet the published minimum qualifications?

Does the person:  Hold the degree published?  ______  Have the minimum required experience?  ______

Meet all the published minimum requirements?  ______

If the answer is no to any of the above questions, the person is not qualified and should be eliminated at this time.

This applicant is:  Qualified__________  Not Qualified__________

For Qualified Applicants Only:

______________________________________________________________________

Rating Scale

Screening Criteria

1. Academic coursework, teaching experience and work experience in operations management or a subset of the field like quality management, production planning and control.

2. Coursework, teaching or work experience in teaching courses including operations management majors courses and core or other courses offered in the department.

3. Taught three or more years as an assistant professor at another university.

4. Demonstrated effort regarding research and publication activities

5. Demonstrated service in a variety of contexts to university, community and/or academic or professional organizations.

Total Score  ______

After tabulation of scores of all applicants, applicants in the highest numerical cluster must receive an interview.
## POST INTERVIEW EVALUATION FORM

### ADMINISTRATIVE SECRETARY

Candidate: _______________________ Interviewer: __________________ Date: ______________

Rate the candidate from 1-5 based on her/his qualifications, potential, and/or experience in each area. Please add comments to support numerical score.

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<th>Poor………</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>….Excellent</th>
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<tr>
<td>Experience relevant to position</td>
<td>Comments:</td>
<td>1</td>
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<tr>
<td>Understanding of position requirements and expectations</td>
<td>Comments:</td>
<td>1</td>
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<td>Demonstrates effective communications/listening skills</td>
<td>Comments:</td>
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<td>Demonstrates the qualities necessary to be successful in the position.</td>
<td>Comments:</td>
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<td>Understands policies and procedures of working in an academic environment.</td>
<td>Comments:</td>
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<td>Exhibits knowledge of PVAMU’s operations</td>
<td>Comments:</td>
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<td>Asks questions relevant to enhancing understanding of the position as well as position requirements.</td>
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<td>Demonstrates ability to multi-task and assume additional responsibilities as assigned.</td>
<td>Comments:</td>
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<td>Articulates examples of problem solving solutions implemented in the work place.</td>
<td>Comments:</td>
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<td>Long term goals exhibit potential for growth within the University.</td>
<td>Comments:</td>
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<td>Overall suitability for position.</td>
<td>Comments:</td>
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<td>Poor........</td>
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<td>Academic preparation in basic food and nutrition science, child health, behavior modification, chronic disease prevention, and food/nutrition issues important in the general public.</td>
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<td>Extension programming/evaluation potential or experience (extent and applicability to food/nutrition issues of children and youth). Evidence of ability to develop/implement Cooperative Extension programming and evaluation, including innovative teaching methods for Extension clientele.</td>
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<td>Research and grant-writing potential and creativity as applicable to the position: Potential for developing and implementing applied research on identified problems of Extension audiences, mentoring graduate students involved in this research, and writing journal publications.</td>
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<td>Evidence of experience and potential in writing educational materials for use with clients (Extension publications, manuals, visuals, lesson plans, etc.) and in providing training on these materials and research-based information for field faculty and paraprofessionals.</td>
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<td>Interpersonal skills important for performance in this position.</td>
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<td>Commitment to Extension and departmental mission and goals and to collaborative initiatives in research and teaching (for example: the Food, Nutrition and Health Cross-Cutting Initiative).</td>
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<td>Overall presentation of assigned topic and responses to students</td>
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Request to Interview

TO: Renee R. Williams  
   Equal Opportunity Officer

FROM: ______________________ _____________________________

RE: Proposed Interviewees

Position: ____________________________    Job No.______________

Recruiting Department _____________________________

This form, along with (1) Applicant For Employment Summary Letter; (2) Job Description; (3) CVs/Resumes for all applicants and proposed interviewees; (4) Drafted Interview Questions stacked on top and (5) Each committee member’s Preliminary Evaluation Sheet (initialed) for all applicants must be hand delivered to The Office of Equal Opportunity for review and approval PRIOR to scheduling interviews. The CVs/Resumes/Resumes need not be copied, as they will be returned. (Please allow a minimum 5-7 working days for the EEO review process.)

Listed below are the Search Committee’s proposed interviewees.

<table>
<thead>
<tr>
<th>Name (Last, First, M.)</th>
<th>Highest Degree</th>
<th>Yrs of Relevant Service</th>
<th>(for EEO Purposes Only)</th>
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If necessary attach additional sheet and check here _____.

_______________________  ____________________  ____________________
Chairperson, Search Committee   Tele:                   Date Submitted

Comments:

_______________________  ____________________
Minorities _____________  Women _____________

_______________________  ____________________
Equal Opportunity Officer/Designee:                         Date _________
Mr./Ms./Dr. ______________________ has applied for the position of Administrative Assistant in PVAMU’s Army ROTC Department. You’ve been suggested as someone who might help us assess his/her experience and skills as they relate to this position. Position duties include **brief description of duties**

In what capacity do you know the candidate?

How long have you known the candidate?

How would you characterize this person’s strengths?

How would you characterize this person’s weaknesses?

Describe the candidate’s responsibilities.

Would you describe those responsibilities as structured or unstructured?

To what degree was the candidate required to exercise independent judgment and/or make difficult decisions?

Describe the candidate’s work ethic.

How many individuals did the candidate directly supervise?

How many individuals did the candidate indirectly supervise?

What kind of general impression did the candidate make on supervisors, peers and subordinates?

What kind of environment did the candidate work in? (high-pressure, low-key, self-paced, cyclical workload, steady workload)

How did the candidate deal with pressure?

Is the candidate eligible for rehire at your organization?

Why did the candidate leave your organization?

**Thank you for your time and comments.**

Referenced checked by: ___________________________________________ Date: __________________
Date_______________ Applicant No._______________ Position No._________

Position Title ________ Name of
Candidate____________________________________________ Name and Title of
Reference __________________________________________________

Phone # __________________________________________________________________

Name of Person Conducting Reference Check___________________________________

(Handle phone reference checks in a conversational tone, expressing appreciation for assistance.)

This is ____________, of Prairie View A & M University, Prairie View, TX
(Candidate's Name)____________________________________ has applied for a
position with us, and has given permission for me to discuss his/her present position with you.

Have you seen the position description? (If not, may I share some information about the position with you before we begin?)

He/she has stated the dates of employment as _______ to _______. Is that correct?

What is/was his/her job presently/ or when she/he left?

How did she/he handle the position? (Organization of workload.)

What are his/her strong points?

Weak points?

Were there recurring problems that affected his/her responsibilities?

What was the reason for leaving?

Would you rehire? ________

If not, why?

Are there other comments you would like to add?

Examples of reference check questions used in recent administrative searches:

How long and in what capacities have you known the candidate?
**Issues of Administration and Leadership:**

We’d like you to address first the candidate’s administrative and managerial capabilities. For example, we’d like to know whether they have managed a significant budget and dealt with difficult personnel decisions, and how well they have handled these responsibilities. Is this a person who is viewed as competent at these basic managerial roles?

How would you describe the candidate’s communication and interpersonal skills in different settings and with different types of people or groups?

Can you provide several examples to illustrate the candidate’s leadership style and abilities?

How well is the candidate able to manage in a climate of uncertainty? Is she or he able to cope effectively with unanticipated circumstances and change?

Can you describe the candidate’s involvement in dealing with external constituencies and in developing partnerships and collaborations with relevant groups or individuals outside the institution?

**Understanding and Commitment to Leadership in a Research University Setting:**

PVAMU has set a goal of enhancing its status among national research universities. How do you see the candidate contributing to and providing college and university leadership for achieving this goal?

**Breadth of Perspective:**

To what extent has the candidate been involved in or provided leadership for major university-level initiatives, governance, or other substantive university-wide committees or efforts?

**Diversity Experience/Commitment:**

Describe the candidate’s efforts and successes in recruiting, retaining, and advancing women and minorities in programs or organizations in which he or she has been involved, or in advancing diversity issues in other ways.

**Behavior/Ethics:**

Are there any concerns that you have about the candidate’s ethical or professional behavior that would have an impact on their effectiveness in this position?
Summary Questions:

In the final analysis, what do you see as the candidate’s greatest assets as they relate to a position as a _________________?

What challenges or difficulties do you think this candidate might have in this position?

Is there anyone else who might have an important perspective about this candidate whom you think we should speak to?

Is there anything else you can tell us that would help in our evaluation of the candidate’s background and potential as a _______ ______________at PVAMU?
Prairie View A&M University

Employer Telephone Reference

Applicant: _________________________________________________  Date: 
_____/____/______

Potential Position: ____________________________________________

Responsibilities: ________________________________________________

Reference Contacted: Name: ____________________________________
Position: _____________________
Company: _____________________  Phone: _____________________

Verify applicant’s dates of employment from beginning to ending date. ____/_____/_____ to 
____/____/____

Verify applicant’s ending salary. $ ___________________ Per _____________
Other ___________________

What is/was the applicant’s job title?

______________________________________________________________________________

What are/were some of the job duties the applicant performed?

______________________________________________________________________________
___________________________________________________________________________

Why did the applicant leave your employment?

______________________________________________________________________________

Is/was the applicant dependable? _____ Not Very  _____ Moderately  _____ Very

______
______________________________________________________________________________

What strong work characteristics does/did the applicant possess?

______________________________________________________________________________

______________________________________________________________________________
What are/were some of the applicant’s areas of development?

______________________________________________________________________________

______________________________________________________________________________

What does/did the applicant do to turn these “developmental areas” into assets or strengths?

______________________________________________________________________________

______________________________________________________________________________

Does/did the applicant take responsibility for self-development?  Please give an example.

______________________________________________________________________________

______________________________________________________________________________

Does/did the applicant require more than normal supervision?

______________________________________________________________________________

______________________________________________________________________________

What types of personalities does/did the applicant get along well with?  What types of personalities does/did the applicant have problems with?

______________________________________________________________________________

______________________________________________________________________________

How well does/did the applicant adapt to change?  Please give an example.

______________________________________________________________________________

______________________________________________________________________________

Does/did the applicant supervise other employees?  _____ Yes  _____ No  If yes, how many?

______________________________________________________________________________

How does/did the applicant handle conflict or confrontational situations?

______________________________________________________________________________

______________________________________________________________________________

Does/did the applicant ever exhibit behavior that would cause concern about potential workplace violence?

______________________________________________________________________________

______________________________________________________________________________

What parts of the job cause(d) stress for the applicant?

______________________________________________________________________________

______________________________________________________________________________

If you had one word to describe the applicant, what would it be?

______________________________________________________________________________
Who else should we talk to regarding the applicant?

__________________________________________________________

__________________________________________________________

__________________________________________________________

Would you rehire the applicant? ______ Yes ______ No

Why or Why not?

__________________________________________________________

__________________________________________________________

Name of Verifier ____________________________

Title _______________________________

Signature ________________________________ Date __/___/____
A telephone reference check is more timely and less expensive than a written verification. Letters and forms rarely uncover negative information. Employers often hesitate to put into writing negative information that they may give in the course of a conversation.

The interviewer (Committee Chair/Co-Chair) should make the telephone call. These individuals are most familiar with the information received from the candidate and are the most prepared to ask the appropriate questions. Specialized questions may be required to obtain all the needed information.

**Permission must be given from the applicant to contact references.**

The applicant gives permission for reference checks (unless otherwise indicated) by signing the PVAMU EMPLOYMENT APPLICATION. As a courtesy, you should remind the applicant during the interview that references will be checked.

**You must conduct all reference checks prior to making a job offer.**

The following guidelines should be helpful in preparing to check an applicant’s references:

- **DO** identify yourself immediately, explain your position and tell the employer why you are calling.
- **DO** assure the employer that the information discussed will be held in confidence.
- **DO** offer to have the employer call you back (collect if necessary) if the employer doubts the legitimacy of your call.
- **DO** establish a comfortable rapport with the employer.
- **DO** tell the employer about the position for which the applicant is being considered.
- **DO** let the employer talk freely without interrupting.
- **DO** be alert for obvious pauses, which may indicate the employer may have other information to share, but is hesitant to do so.
- **DO** ask only job-related questions.
- **DO** plan your questions in advance and document job-related responses.
**Do not retain unsolicited personal information.**

- DON’T leave a callback message if the employer is not available. You may receive the return call at an inconvenient time or your call may not be returned.
- DON’T ask questions that can be answered with a simple “Yes” or “No”.
- DON’T be concerned with the length of the conversation. While most reference checks take relatively little time, the time invested in good reference checking will help to avoid hiring a person ill suited for the position.
- DON’T end the conversation until you are sure you know the opinion of the employer. A helpful technique to confirm the employer’s opinion is to summarize your conversation by saying, “I take it that you do (or do not) recommend this applicant.”
- DON’T ask questions that will in effect screen out minorities, women, and persons with disabilities, or will bias the reference in terms of age, gender or religion.

- DON’T ask any of the following questions:
  - Has the applicant ever filed a discrimination suit against your company?
  - Has the applicant ever filed a Worker’s Compensation claim?
  - Has the applicant had financial difficulties?
  - Does the applicant have any disabilities or health problems?
  - Is the applicant married or have children?
  - Has the applicant ever been arrested or convicted of a crime?