interview candidates in this way. However, unless the committee is making the final
recommendation, the “short list” should be referred unranked.

1. **It is an objective way of deciding who are the best candidates for the job.** To interview
several people for a position and make an appointment without the benefit of a ranking
system would make the selection of interview pool too subjective.

2. **To protect against charges of discrimination.** If an unhappy applicant who feels
discriminated against challenges an appointment, documentation will be needed to back up
the appointment. The best documentation to support an appointment is an objective
reading of each applicant from each member of the search committee.

**How to Contact Applicants**

The Search Committee chair may contact candidates by phone or in writing to set up an interview.
If a candidate cannot be reached by phone, the supervisor must send, by first class mail, written
notice that the candidate has been certified for an interview. The letter should include the name,
address and phone number of the supervisor and an explanation that the candidate must phone
within a specific time period to make an appointment for an interview. If the candidate does not
respond within the time specified in the notice, there is no further obligation to consider the
candidate.

**Reasonable Accommodation**

All applicants who are invited to interviews should be given the option of requesting a reasonable
accommodation at the time of their interview. This is required of employers by the Americans
With Disabilities Act (ADA) of 1990. The following paragraph must be included in any letter
arranging an interview or given as part of the telephone conversation

"It is the policy of California State University Fresno to provide reasonable
accommodation for qualified individuals with disabilities who are employees or applicants
for employment. If you need assistance or accommodation to interview because of a
disability, please contact [fill in the name, address and/or telephone number of the
appropriate person; this may be the personnel representative, department administrator,
or supervisor, whoever is appropriate]. Employment opportunities will not be denied to
anyone because of the need to make reasonable accommodation for an individual's
disability."

This offer of special accommodations should be asked of all applicants, and not just those who have
identified themselves as disabled. This is for two purposes: one, to treat all applicants equally and