Selecting the Committee Chair and EEO Designee
This is the time to decide who will chair the search committee. HR recommends that the Hiring Manager not serve on the search committee as usually s/he wants to maintain the final say for which candidate is nominated for hire. If s/he serves on the committee, s/he in theory has one equal vote as part of the committee. Please be aware that the administrator in charge of the unit or in some cases the appropriate Vice President will be required to approve any hiring action or decision. It is recommended that a point of contact be designated at this time to assist in the support functions associated with the coordination of a search.

Selection of the Equal Employment Opportunity Designee is equally important and should be completed at the earliest possible opportunity. The EEO Designee and the Search Committee Chair will work closely to ensure compliance with the university’s Equal Education and Employment Opportunity Plan. Both parties must certify the process before a nomination is submitted to the Hiring Manager. To obtain a list of approved EEO Designees, contact the EEO Coordinator in the Human Resources Office (278-5010) or visit the EEO web page: www.csufresno.edu/humres/EEO

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