

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