

Search Committee Responsibilities:

- Committee members should have a legitimate interest in the selection process
- Committee members should not be related to or be engaged in business ventures with any applicant and must remove themselves from the committee if this situation arises

When interviewing candidates, it's important to:

- Set aside a quiet room and limit all distractions
- Schedule enough time to not rush
- Not make assumptions based on the candidate's name or work experience (gender, race/ethnicity)
- Ask only job-related questions or follow-up questions to clarify the candidate's answers
- Assist the EEOD with monitoring the entire search process and ensuring that all candidates are given fair consideration based on meeting the qualifications of the vacancy announcement
- **If any inappropriate information is shared or discussed during the interview or deliberation process, please stop the discussion and ask that the candidate/committee focus only on the requirements of the position**

Do NOT ask:

Topic	Unacceptable
Age/Date of Birth	<ul style="list-style-type: none"> • How old are you? • When did you graduate? • Avoid phrases like "fresh", "energetic/new energy", and "old school"
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • When did you lose your eyesight/hearing?
Marital/Family Status	<ul style="list-style-type: none"> • Is your family willing to relocate? • Are you married or do you have a partner? • What are your child care arrangements? • Do you have family in Fresno?
Military Services	<ul style="list-style-type: none"> • What type of discharge did you receive? • Will you be required to leave during the middle of the year/semester/etc.?
National Origin/Citizenship	<ul style="list-style-type: none"> • Where were you/your parents born? • What is your native language? • What is your country of citizenship?
Race/Color/Origin/Sex/Gender	<ul style="list-style-type: none"> • All questions are illegal
Religion/Religious Affiliations	<ul style="list-style-type: none"> • What clubs or organizations do you belong to? • Do you go to church?
Reliability/Attendance	<ul style="list-style-type: none"> • Do you own a car? • Do you have another job?
Personal/Other	<ul style="list-style-type: none"> • How much do you weigh? • How tall are you? • Is your family willing to relocate?

For additional information, please contact Human Resources at (559) 278-2032.