

LOS RIOS COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE POSITION HIRING SUMMARY

To be Completed by Committee Chairperson: (President's/Chancellor's Designee)

Position: \_\_\_\_\_ FTE: \_\_\_\_\_

College/Work Location: \_\_\_\_\_ Operating Unit/Department \_\_\_\_\_

1. Screening Committee:

Chancellor Designee (District Office Position)

President Designee (College Position) \_\_\_\_\_

Immediate Supervisor/Manager Designee \_\_\_\_\_

Equity Officer/Representative or  
Management Designee \_\_\_\_\_

Two faculty appointed by Faculty Senate President  
(Educational Management positions only) \_\_\_\_\_

2. Interview Committee: (Please complete reverse side of this form)

Names of Recommended Candidates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Committee Chairperson)

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**Please forward to District Personnel Office:**

- |  |                             |
|--|-----------------------------|
| 1. This form (P-131-0)                     | 4. Screening Criteria       |
| 2. Equity Report (P-130)                   | 5. Interview Questions      |
| 3. Recommendation for Employment (P-673-0) | 6. Individual Rating Sheets |

Ethnicity Codes:    1 American Indian    2 Asian    3 Black    4 Hispanic    5 White

2. Interview Committee: (Shall include women and one or more ethnic minorities)

<u>Representative</u>	<u>Name</u>	<u>Ethnicity</u>
A. <u>Chairperson</u> Chancellor or Management Designee (District position) President or Management Designee (College position)	_____	_____
B. <u>Supervisor or Management Designee</u>	_____	_____
C. <u>Equity Officer/Representative (Mgmt.)</u>	_____	_____
D. For Educational Management Positions:		
1. <u>Faculty Member</u>	_____	_____
2. <u>Faculty Member</u>	_____	_____
Additional faculty members for Dean II level or below only:		
3. <u>Faculty Member</u>	_____	_____
4. <u>Faculty Member</u>	_____	_____
E. For College Positions <u>District management representative</u> , appointed by the Chancellor (Optional for area dean positions).	_____	_____
F. For District Positions <u>College President or Management Designee</u>	_____	_____
G. For Classified Management Positions <u>Faculty or classified with expertise in area</u> , approved by the Chancellor (District) or President (College).	_____	_____
H. <u>Outside Consultant</u> (if appropriate)	_____	_____
I. <u>Classified representative</u> (if not selected in G above)	_____	_____

SACRAMENTO CITY COLLEGE  
**EQUITY REPRESENTATIVE CERTIFICATION**  
*Confidential*

As the equity representative, I certify that the interview process for the position of \_\_\_\_\_  
 \_\_\_\_\_ position # \_\_\_\_\_ was conducted on  
 \_\_\_\_\_ in accordance with approved LRCCD policies on equity representation.

**NAMES OF CANDIDATES INTERVIEWED**

Please list all candidates interviewed and mark with an **asterisk (\*)** the candidates recommended by the interview committee as finalists.


**COMMITTEE MEMBERS**

	<u>Name</u>	<u>Title</u>
Chair	_____	_____
Equity Rep.	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____

Signed: \_\_\_\_\_  
 Equity Representative

**PLEASE COMPLETE THIS FORM AND FORWARD TO  
 EQUITY OFFICER IN STUDENT SERVICES 105 WITHIN 2 DAYS.  
 THANK YOU!**

SACRAMENTO CITY COLLEGE  
**ER DEMOGRAPHICS REVIEW FORM**  
Confidential

As the equity representative, I am requesting that the campus Equity Officer review the Search Committee composition for the position of \_\_\_\_\_ position # \_\_\_\_\_ to confirm that the committee meets the diversity requirements as outlined by the District.

**COMMITTEE MEMBERS**

<u>Name</u>	
Chair _____	
Equity Rep. _____	
Member _____	
Member _____	
Member _____	
Member _____	
Member _____	
Member _____	
Member _____	
Member _____	

<u>Ethnicity and Gender</u>
TO BE COMPLETED BY CAMPUS EQUITY OFFICER
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Print and Sign: \_\_\_\_\_  
Equity Representative

**PLEASE COMPLETE THIS FORM AND SUBMIT TO  
EQUITY OFFICER VIA EMAIL ([CAMPUSINTERVENTIONS@SCC.LOSRIOS.EDU](mailto:CAMPUSINTERVENTIONS@SCC.LOSRIOS.EDU)) OR IN  
PERSON (STS-105) ONCE ALL INFORMATION IS KNOWN.  
THANK YOU!**



