



## **BOROUGH OF MANHATTAN COMMUNITY COLLEGE**

### **CHAIRPERSON CHECKLIST**

Committee chairpersons must submit this form to the hiring manager when submitting the names of finalists.

PVN/Job ID: \_\_\_\_\_

Name of Committee Chairperson: \_\_\_\_\_

#### **Please check all applicable boxes:**

I certify the following

1. ☐ This committee has been charged by the Office of Compliance and Diversity for the above named PVN/Job ID on \_\_\_\_\_.  
*(Insert date)*

**OR**

- ☐ The Chief Diversity Officer informed the committee that a charge is not needed.
2. ☐ The committee has filed the CUNY Employment Application with BMCC's Human Resources for all interviewed applicants.
3. ☐ All finalists being submitted to the Hiring Manager meet all the minimal qualifications listed in this vacancy's job description.

\_\_\_\_\_  
Committee Chairperson Signature

\_\_\_\_\_  
Date



## INTERVIEW DOCUMENTATION FORM

**At the end of the interview process, the search committee chairperson must submit the interview documentation and the resumes of the final candidates to the Office of Compliance and Diversity, and the selecting official, i.e., President, Vice President, Dean, or Director.**

1. Search Committee for PVN# \_\_\_\_\_ Date \_\_\_\_\_

2. Position Title \_\_\_\_\_

3. Number of applicants/resumes received: \_\_\_\_\_

4. Please indicate the disposition for each candidate. (Do not complete the grey shaded area.)

NAME	DISPOSITION CODE *	RECRUITMENT SOURCE **	TO BE COMPLETED BY CDO	
			GENDER	ETHNICITY
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
<b>* Disposition Code</b> 1. Applicant withdrew from consideration 2. Did not show for interview, 3. Referred to selecting official 4. Not referred to selecting official 5. Other (explain)				
<b>** Recruitment Source</b> , i.e., CUNY Postings, journals, newspapers, organization, online, etc.				

### Authorizing Signatures

The signatories below attest that a good faith effort was made to conduct the search and selection process in accordance with BMCC/CUNY Affirmative Action Program and Policy mandates, and other personnel policies and practices.

### Signatures of Search Committee Members

(1) _____	(5) _____
(2) _____	(6) _____
(3) _____	(7) _____
(4) _____	(8) _____

Signature of Search Committee Chairperson \_\_\_\_\_ Date \_\_\_\_\_



## **CHECKLIST FOR COMPLETING A SEARCH**

The search committee documentation is complete when the following information is submitted to the Office of Compliance and Diversity.

☐ **PRELIMINARY EVALUATION FORMS**

*At least one preliminary evaluation sheet with all committee members' responses or one preliminary evaluation sheet per committee member needs to be submitted.*

☐ **INTERVIEW DOCUMENTATION FORM**

*To be completed and signed by each committee member after the interview process is complete.*

☐ **QUESTIONS**

*Asked of all interviewees, with the name of the committee member asking each question.*

☐ **MINUTES**

*Taken at each search committee meeting.*

☐ **FINALISTS**

*Statement of how the committee made its decisions along with the finalists' names.*

☐ **RESUMES**

*For all interviewees only.*

☐ **IF THE SEARCH FAILS**, the chair must notify Elena Samuels and Alison Young in the Budget office via email. In addition, please advise the hiring manager to contact the budget office if the search fails during their portion of the hiring process.

**PLEASE PROVIDE THE ABOVE DOCUMENTS WITHIN 30 DAYS  
(FROM THE DATE OF LAST INTERVIEW)**

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### **Reminder: CUNY Employment Application**

*Each person called for an interview should receive this form electronically prior to their meeting. You are to collect all the applications from the interviewees either electronically or via hard copy prior to, or on the day of the interview. Submit the forms to BMCC Human Resources either electronically or via interoffice mail after the interviews are complete. These forms are not returned to the Office of Compliance and Diversity.*

### **Reminder:**

*BMCC does not participate in visa petitions for non-tenure track job titles. Please contact Human Resources with any questions.*