



Hiring Committee Membership Non-Faculty Positions

Job # _____ Position _____

Committee Chair: _____ Title: _____

Committee Chair's Phone # _____ Date of Training: _____
semester/year

All Committee Chairs and employees who have never participated on an ACC hiring committee are **required** to complete training prior to conducting interviews. Register online for training at <http://irt.austincc.edu/profdev>.

Members recommended to serve on ACC's Screening/Interviewing Committee:

(A minimum of four members must participate to form an approved committee)

1. Name: _____ Title: _____
 Prof-Tech Faculty Classified Admin. Other _____

2. Name: _____ Title: _____
 Prof-Tech Faculty Classified Admin. Other _____

3. Name: _____ Title: _____
 Prof-Tech Faculty Classified Admin. Other _____

4. Name: _____ Title: _____
 Prof-Tech Faculty Classified Admin. Other _____

5. Name: _____ Title: _____
 Prof-Tech Faculty Classified Admin. Other _____

The probability of achieving ACC's objective of diversity will be enhanced by diversity within the interview committee membership. It is strongly recommended that the committee include broad diversity.

Submitted by _____
Committee Chair Date

Reviewed by _____
Next -Level Budget Authority Date

Reviewed by _____
HR Employment Manager Date