

Hiring Committee Chair Checklist

Please check below and return the following items to HR Employment once you are ready to recommend a candidate for employment. **Missing forms may delay the process.**

	Committee Chair	HR
1) The approved Committee Membership Form <small>(should be approved by Employment Manager prior to interviewing)</small>	<input type="checkbox"/>	<input type="checkbox"/>
2) Interview Schedule	<input type="checkbox"/>	<input type="checkbox"/>
3) Applicant Log(s)	<input type="checkbox"/>	<input type="checkbox"/>
4) Staffing Table Position Authorization Form (PA) <small>(must have authorized signatures)</small>	<input type="checkbox"/>	<input type="checkbox"/>
5) Application of the recommended candidate(s) <small>(include all interview evaluations and at least 2 verifiable references)</small>	<input type="checkbox"/>	<input type="checkbox"/>
6) Applications of all other interviewed candidates and interview evaluation forms	<input type="checkbox"/>	<input type="checkbox"/>
7) All applications of candidates not recommended	<input type="checkbox"/>	<input type="checkbox"/>

All forms are requested to meet employment EEO/Affirmative Action requirements.
HR Employment Office: (512) 223-7534 or 223-7573

MISSION STATEMENT

Human Resources provides support, guidance, tools, and resources to the ACC community through quality services to enhance employee and organizational effectiveness and foster a sense of community.