**Search Committee Compliance Quiz**

**Instructions:** You must complete the following questions at one sitting. Upon completion, please click ‘File’, ‘Save and Send’ and send to mailto:hr@frc.edu. You will not get credit for the training until your quiz has been received by the Human Resources Office. Good luck!

**Personal Information**

Full Name:

Email:

Office Phone:

**Compliance Quiz**

1. Identify at least two responsibilities of the committee chair.

Answer:

1. All committee members are responsible for applying evaluation criteria in a fair and consistent manner.

True: [ ]  False: [ ]

1. All members must maintain       *(Fill in the blank)* before, during, and after the process has been completed.
2. The EEO Representative may halt the hiring process, if appropriate.

True: [ ]  False: [ ]

1. In addition to employment laws, Feather River College Board Policy #       prohibits employment discrimination on the basis of race, ethnicity, gender, sexual orientation, relation, national origin, or mental or physical disability.
2. Why is cultural competence important for committee members?

Answer:

1. The committee must be able to distinguish an applicant’s ability       the job from their ability       the job.
2. What is the next step after the Human Resources Director approves the interview questions?

Answer:

1. Give an example of an interview question that will shift the focus from experience to results.

Answer:

1. Identify at least three unlawful pre-employment inquiries.

Answer:

1. What would be an appropriate follow-up question?

Answer:

1. Identify at least two interview objectives.

Answer:

1. Discuss the importance of embracing diversity in relation to the hiring process.

Answer:

1. Can personal knowledge of a candidate be used during deliberations?

Answer: