EMPLOYMENT EQUITY FACILITATOR’S REPORT
(to be completed by the EEF at the conclusion of a faculty, staff or management recruitment)
Note: Unit 3 faculty recruitments require that a Unit 3 faculty employee serve as EEF

Position Title: ________________________  Requisition #: ________________________
Department: ________________________  Closing Date: ________________________

Were you a fully participating member of the screening committee?  ☐ Yes  ☐ No

Please list all members of the search/screening committee:

Chair:
EEF:
Other Committee Members:

What was your involvement in the development of the interview questions and criteria for application review?

Sample rubrics for assessing qualification for the position, and sample interview questions were presented ahead of time for review and edits.

List the job criteria or standards of evaluation used in screening candidates by the screening committee:

• Doctoral degree (PsyD/PhD) in Clinical or Counseling Psychology
• Licensed as a Psychologist (doctoral level) for at least 5 years (in any state/province)
• Current, valid licensure in the state of California (as a psychologist)
• Experience providing individual therapy to adults age 18-25
• Experience in providing group therapy (process of psychoeducation)
• Brief therapy experience
• Crisis intervention experience
• DSM diagnostic experience
• Experience with multicultural populations
• 5+ years university counseling center experience (as a clinician)
• Clinical supervision experience of trainees (doctoral practicum, pre-doctoral interns, or post-doctoral fellows)
• Experience presenting/teaching/providing didactic training
• Demonstrated proficiency with written communication/writing manuals

What recruitment and advertising strategies (publications, websites, etc.) were used to attract a diverse pool of qualified applicants?

We advertised on Jobs in Higher Education (web listing specifically to attract people with an expertise and experience in higher education) and on Cal Poly Jobs.

Describe any problems or points of conflict in the recruitment process.

None occurred.

Summarize your participation in the screening and selection process. How did you ensure that all qualified applicants were given full consideration?

Rubrics with the above qualifications were provided for reviewing the written materials in each applicant's file. In this review only one candidate emerged as having these essential requirements for the position. The candidate that was invited for the interview also had preferred qualifications and thus was an excellent fit for the position. In addition, a final assessment was conducted following the interviewing process. The decision to hire the candidate was unanimous.
Total number of applicants (met min quals): ____

Total number selected for first round interview: ____

Mode of first round interviews (phone, video, other): ____

Total number selected as finalists: ____

Employment Equity Facilitator:

(print or type name)  Signature  Date

Please return completed form to the Office of Equal Opportunity, Building 33, Room 290.
The completed form may be scanned and e-mailed to equalopportunity@calpoly.edu or Faxed to (805) 756-7150.