

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES &amp; EMPLOYEE RELATIONS OFFICE

**-CONFIDENTIAL-**

**SUBJECT: CANDIDATE SCREENING**  
**Assistant Professor, Mathematics**  
**(Norco College)**  
**#0605151 C-1290**

**«Name»**  
**NAME OF CANDIDATE**

QUALIFICATIONS:	MEETS CRITERIA	DOES NOT MEET CRITERIA	UNKNOWN
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**EDUCATION:**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Master's degree in mathematics or applied mathematics;<br><b>OR</b> Bachelor's in either of the above and Master's in<br>statistics, physics, or mathematics education; <b>OR</b><br>The Equivalent. | _____ | _____ | _____ |
|---|-------|-------|-------|

(All degrees and units used to satisfy minimum qualifications shall be from accredited institutions.)

Comments: \_\_\_\_\_

**EXPERIENCE:**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Recent experience teaching mathematics at the community college or baccalaureate level is required.   | _____ | _____ | _____ |
| 2. The ideal candidate will have experience in student learning outcomes assessment and culturally responsive effective pedagogical practices in the mathematics classroom.                        | _____ | _____ | _____ |
| 3. This ideal candidate will also have experience in innovative pedagogy and how it relates to teaching and learning in the math classroom.  | _____ | _____ | _____ |
| 4. The successful candidate will be knowledgeable in learning outcomes assessment, culturally responsive educational practices, and innovative pedagogical practices in the mathematics classroom. | _____ | _____ | _____ |

Comments: \_\_\_\_\_

**COMMITMENT TO DIVERSITY:**

1. Candidate must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**a) What do you feel are the best strategies for supporting students who have been historically marginalized by Mathematics? b) What role should faculty play in student success? c) Think of the most successful class you have taught. What were the key factors in creating that success, particularly for historically underserved students?**

Comments: \_\_\_\_\_

**OVERALL RECOMMENDATION TO INTERVIEW THE CANDIDATE:** \_\_\_\_\_ Yes \_\_\_\_\_ No

Rationale for recommendation: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

INFORMATION IS NOT TO BE RELEASED WITHIN OR OUTSIDE THE COLLEGE/DISTRICT WITHOUT THE AUTHORIZATION OF THE CHANCELLOR OR THE VICE CHANCELLOR OF HUMAN RESOURCES & EMPLOYEE RELATIONS. THE HUMAN RESOURCES & EMPLOYEE RELATIONS OFFICE WILL EXERCISE REASONABLE SECURITY PRECAUTION TO MAINTAIN THE CONFIDENTIALITY OF THIS INFORMATION.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES AND EMPLOYMEE RELATIONS

-CONFIDENTIAL-

SUBJECT: CANDIDATE SCREENING  
Administrative Assistant III – Norco College  
(Institutional Effectiveness) (Instruction) #0605282/L4248

NAME OF CANDIDATE

QUALIFICATIONS:

Candidates have been screened for minimum qualifications by recruiter.  
**Education:** Graduation from high school, or GED equivalent. Additional college business course(s) from an accredited institution and/or training in a business related area (i.e. word processing, computer applications, office management) is desired.  
**Experience:** At least four years of varied secretarial experience, which includes two years working for upper level management. Secretarial experience in a community college or other educational office environment is preferred. Must have experience with word processing systems and spreadsheet software packages.

EDUCATION AND EXPERIENCE:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMITMENT TO DIVERSITY:

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.  
**Explain how diversity has played a role in your career and contributed to the employee you are today.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OVERALL RECOMMENDATION TO INTERVIEW THE CANDIDATE: \_\_\_\_\_ Yes \_\_\_\_\_ No

Rationale for recommendation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RIVERSIDE COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES AND EMPLOYEE RELATIONS OFFICE

-CONFIDENTIAL-

SUBJECT: CANDIDATE SCREENING  
Dean, Student Services  
Norco College #0605205 C-1298

NAME OF CANDIDATE

QUALIFICATIONS:	MEETS CRITERIA	DOES NOT MEET CRITERIA	UNKNOWN
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Applications have been screened for minimum qualifications by the recruiter:

MINIMUM EDUCATION AND EXPERIENCE:

1. Master's degree
2. A minimum of four years administration and/or leadership experience directly related to this administrative assignment, and successful experience in the supervision of student services programs are required.
3. Must have, within the last four years, two years of experience or the equivalent (a) in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; OR (b) as a community college counselor or instructor or have comparable experience in working with disadvantaged clientele.

comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREFERRED QUALIFICATION:

1. Doctorate degree from an accredited institution. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMITMENT TO DIVERSITY:

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

1. Please describe your experience working with equity related programs within higher education. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OVERALL RECOMMENDATION TO INTERVIEW THE CANDIDATE:

\_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for recommendation:

\_\_\_\_\_  
\_\_\_\_\_

Please turn over and sign.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*\*The recruiter may determine it reasonable to include an individual in the pool of qualified applicants when there is a question as to whether or not he/she meets minimum qualifications. The matter will be discussed with the committee in conjunction with the recommendation of an appropriate HRER Administrator.*

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