

Scenarios to Avoid & Screening Committee Chair's Role

Scenarios to Avoid

- A screening committee member runs into a candidate at the mall and strikes up a conversation. They ask the candidate what their husband's name is because they think they may have worked with him in the past.
- The screening committee is dining with a candidate during the interview process. One of the committee members asks the candidate if their last name is of Brazilian (or any other) origin.
- During an interview, a committee member makes a sketch of the candidate on the back of their interview notes.
- While interviewing, the candidate mentions the year they graduated from high school. A committee member does immediate calculations to determine their age.
 - They then document that age in their interview notes
 - They proceed to inform the committee of what they think to be the candidate's age
 - The committee then jokes about whether or not the "old-timer" can do the job
- A committee member realizes during the interview that their children go to school with the candidate's child. On a break during the interview process they talk to the candidate in the hall and ask how many of the candidate's children attend St. Pius Catholic School. That committee member asks the candidate if he/she and his/her spouse are parishioners at St. Pius Church.
- A candidate has a foreign accent. One of the committee members asks, "That is a lovely accent. Are you Japanese?"
- During the interview, the candidate volunteers information pertaining to his age. Even though this information was unsolicited, a committee member documents the candidate's age on the interview notes.
- A candidate voluntarily tells the committee that her pre-school daughter has a hard time adjusting to any changes in the family's routine. A committee member asks a follow-up question, "How will your daughter react if you are selected for this job and your work hours change?"

Screening Committee Chair's Role

- If the candidate volunteer's information that does not pertain to his or her qualifications and the information can be classified as "illegal", the Chair needs to redirect the conversation. Tell the candidate that the interview needs to focus on job related information only. The Chair should also document that the candidate was notified of this.
- If a committee member asks an inappropriate/illegal question, the Chair needs to tell the candidate not to respond and explain to the committee member that the question cannot be asked. This information should also be documented.