



The interview panel is responsible for ensuring the selection guidelines are followed. All panel members must maintain the integrity of the selection process.

PANEL MEMBER INSTRUCTIONS

The Hiring Manager must ensure the following:

1. All candidates fully complete the Verification of Personal Relationships and Hiring of Relatives Form prior to their scheduled interview time.
2. All candidates are asked the approved interview questions, in the same order. Asking clarifying questions for full comprehension of candidate responses is appropriate.
3. All candidates are rated according to the established interview scoring criteria.
4. All candidates are made aware of the following:
 - Important position requirements (location, shift, telework availability, physical requirements, etc.).
 - The hiring manager may contact their current supervisor to conduct a reference check.
 - Interview questions are confidential and should not be shared outside the interview.

During the interview, panel members should NEVER:

Ask questions regarding a candidate's ethnicity, race, or national origin; religious preference; age or retirement plans; physical or mental disability (including questions that are likely to reveal whether a candidate has a disability), sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions); sexual orientation; gender identity or gender expression; medical conditions; genetic information (including family medical history); marital status; military or veteran status; or political affiliation.

EQUAL EMPLOYMENT OPPORTUNITY ACKNOWLEDGEMENT

The BSCC is committed to providing Equal Employment Opportunity to all employees and applicants and creating a work environment in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of the BSCC to provide a workplace free from discrimination, harassment, and retaliation for all applicants, employees, contractors, and volunteers. Accordingly, the BSCC has adopted a Zero Tolerance Policy, which applies to all aspects of employment within the BSCC including recruitment, hiring, promotion, transfer, training, corrective and/or disciplinary action, adverse action, and other terms, conditions, and benefits of employment.

As a BSCC employee involved in the recruitment and hiring process, I have reviewed the [BSCC's Equal Employment Opportunity Policy](#) and the [Employment Inquiries Fact Sheets](#) prepared by the Department of Fair Employment and Housing (DFEH). I will uphold the BSCC's EEO Policy to maintain a workplace free from discriminatory practices.

NEPOTISM DISCLOSURE AND ACKNOWLEDGEMENT

Nepotism is defined as the practice of an employee using their influence or power to aid or hinder another in the employment setting because of a personal relationship. Personal relationships for this purpose include, but are not limited to, association by blood, adoption, marriage, domestic partnership, and/or cohabitation. In addition, there may be personal relationships beyond this general definition that could be subject to these policies. For example, co-parents, divorced, dating, or used to date, in-laws, etc.

As a BSCC employee involved in the recruitment and hiring process, I have reviewed the BSCC's Nepotism Policy, and agree to disclose any personal relationships, as well as recuse myself from the recruitment and hiring process when a personal relationship with a candidate selected for interview is confirmed.

CANDIDATE INFORMATION

Recruitment Position Number(s):

Interview Candidates Names:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

☐ I **do not** have a personal relationship within the meaning of nepotism with any of the candidates listed above.

☐ I have a personal relationship within the meaning of nepotism with the following candidate(s):

Candidate Name:

Relationship:

Candidate Name:

Relationship:

Candidate Name:

Relationship:

Note: For additional relationships, please list on a separate sheet of paper.

SIGNATURE AND CERTIFICATION

I have read and understood my responsibilities in this hiring process, as well as acknowledge that I have reviewed and understand the BSCC's Equal Employment Opportunity and Nepotism Policies. I hereby certify, to the best of my knowledge, that the above information is true and correct, and that I will follow the requirements above as a member of the hiring panel.

Panel Member's Name:

Job Title:

Panel Member's Signature:

Date: