

**J. SARGEANT REYNOLDS COMMUNITY COLLEGE
EEO STATEMENT FOR SEARCH AND SCREENING COMMITTEES**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, Executive Order of the Governor of the Commonwealth of Virginia, and *The Virginia Plan for Equal Opportunity in State Supported Institutions of Higher Education*, it is the policy of J. Sargeant Reynolds Community College to be an equal employment opportunity (EEO) employer. The college does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, age, political affiliation, disability, military service or veteran status, sexual orientation, parental status, or genetics.

Additionally, J. Sargeant Reynolds Community College has committed to voluntarily act affirmatively to seek proportional representation of women and minorities within our workforce. We seek to do so by improving employment opportunities for groups that are under-represented on the college's faculty and staff through the use of targeted recruitment programs.

The work of the screening committee must be consistent with our EEO policy. The committee is requested to screen the applications presented to identify those who are qualified to perform the job without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, age, political affiliation, disability, military service or veteran status, sexual orientation, parental status, or genetics. Although it may not be specifically stated, responses, letters of reference and other items may indicate the race, religion, sex, ~~religion~~, national origin, age, political affiliation, disability, military service or veteran status, sexual orientation, parental status, or genetic predisposition of the applicant. The reader is not to use this information as a factor to eliminate an applicant.

It is extremely important that all recommendations regarding selecting or eliminating applicants be made solely on the basis of the job-related criteria as set forth in the job announcement/description. It is also important, in the event of challenge, that your notes/ratings be retained and given to your committee chair at the end of the process.

Your task is to screen (if applicable) and develop a pool of candidates who, in your opinion, are best qualified to perform the job. These candidates shall be invited for interview. (For classified positions, Human Resources screens the applications and provides a list of interviewees to the hiring manager.) After all interviews have been completed, the committee will recommend the top candidate(s) to the hiring manager. He/she will then make the hiring decision based on the applicant's submitted data, and the committee's recommendation.

I have read, understand, and agree to all of the statements above.

Hiring Manager, Designee, or Committee Chair

Date