



**COAHOMA COMMUNITY COLLEGE**  
**Appointing Screening/Selection Committee**

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FROM: PRESIDENT

TO: \_\_\_\_\_ Chairperson, Selection/Screening Committee

DATE:

SUBJECT: SELECTION/SCREENING COMMITTEE FOR \_\_\_\_\_  
Vacancy

You have been appointed to chair a Selection and Screening Committee to help in selection of an incumbent for the vacancy that was recently advertised. Others on the committee are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please insure that you and your committee have familiarized yourselves with the college personnel system by your first meeting. You will receive a report from the Human Resources Office, to which all applications and other documentation required to fill this vacancy.

Your committee will have more than 15 days from receipt of this information to meet, screen all applications, interview no more than the top five qualified applicants, and make a recommendation on hiring through the organizational structure to the president.

We thank you for your participation in the selection of new employees. This function is one of the most important ones you will participate in while employed by Coahoma Community College.