

THE EVERGREEN STATE COLLEGE
5 June 1975

M E M O R A N D U M

TO: Third World Coalition Selection Committee
FROM: Elena Pérez
RE: Details

I appreciate your willingness to commit your valuable time and energy to the selection committee for the Director of the Third World Coalition.

Attached is a copy of a memorandum which outlines the process as I see it. I'd like for us to get together Wednesday at 12:00 in LIB 3205 to review the process and hopefully, begin looking at applicants. 6/11

It is very important that everyone be there!

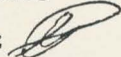
cc: York Wong Willie Parsons
Diane Miller Don Jordan
Thomas Ybarra Jane Gorai
Jackie Watkins Colleen Yost
Frances "Red" Allen John Woo
Irene Delgado Mary Hillaire
 April West

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JUN 23 1975
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EP/jg

27 May 1975

M E M O R A N D U M

TO: Rindetta Jones
FROM: Elena Pérez 
RE: Hiring process for Director of The Third World Coalition

The following procedures for recruitment and selection of the Director of the Third World Coalition is submitted for your approval. I realize the timetable for submission of applications is tight, but we would like to have the position filled by the end of June.

I. Recruitment (December, 1974-June 13, 1975)

A. Job Description-see attachment A

B. Sources and Means of Identifying Candidates

1. Job descriptions were distributed during a recruiting trip to the East coast to people in contact with community organizations throughout the country.
 2. During recruiting trips for the Third World Bicentennial Forum, the position was announced and job descriptions were distributed.
 3. Participants at the Third World Bicentennial Forum were advised of the vacant position.
 4. Numerous Third World people at Evergreen have advised interested persons about this vacancy.
 5. Participants at the Affirmative Action workshop held at Evergreen on May 23rd were informed of this vacancy.
 6. Job descriptions will be sent to all Washington colleges and other colleges with significant (more than a handful) Third World enrollment.
 7. Job descriptions will be mailed to all Affirmative Action/Equal Opportunity persons in Washington State.
 8. The extensive mailing list compiled by the Third World Bicentennial Forum Committee will be used to distribute job announcements.
 9. All community organizations in Washington, serving Third World people, will be advised of the vacant position.
- C. All resumes and letters of reference are to be received no later than June 13; internal screening will be started during the application period and completed by June 16; the interviewing process should be completed by June 27; the final selection should be announced by June 30th.

II. Selection

A. A selection committee has not yet been chosen, but I would see the following persons becoming involved in this process:

1. Third World Coalition Board members (representing students, staff and faculty)
2. Vice President and Provost, Ed Kormondy
3. Thomas Ybarra
4. Someone from EO/AA office
5. Myself and members of the Coalition staff
6. Other interested parties

B. The following guidelines are those the committee will use in the selection process:

1. This selection committee will determine its own guideline for screening applicants consonant with the job description, the Coalition's policies and program and other institutional policies (including EO/AA).
2. The committee will screen the list of applicants down to a reasonable (5 or 6) number, all of whom will be invited to the campus for interviews. The interview schedule will be posted. Interviews will be conducted June 16-27, 1975.
3. The committee will forward their recommendation to Edward Kormondy on or by June 30th for announcement of the selection.

If you have no difficulties with the process as outlined, we will move on.

EP/jg