



Administrative Procedure 7120 Recruitment and Selection

Reference: *Title 5, Section 53000, et seq.;*
Education Code Section 87100 et seq., 87400, 88003;
Accreditation Standard III.A.1.a;
CSEA Bargaining Unit Agreement, CTA/NEA Bargaining Unit Agreement

Recruitment Outreach

All vacancies may be advertised via internet, newspapers and other media as needed. The district website is a main source for internet postings.

Continuous Recruitments

Continuous recruitment will occur for adjunct faculty and certain classified, hard-to-fill positions. Applications for adjunct faculty will be accepted throughout the academic year. Applications for these positions will be held for six months, creating a relevant applicant pool. After the six month period, applications that have not been used will be put into storage.

Length of Recruitments

A minimum 15-day recruitment period is established for all positions unless otherwise extended.

Employment Application

As a general rule, applicants are required to submit a district employment application and an optional EEO Form. Resumes are recommended and unofficial transcripts and supplemental questionnaires may be required by the hiring manager, depending on the minimum qualifications of the position.

Examinations and Questionnaires

Pre-employment testing, if any, is conducted and monitored by the Human Resources Department.

Composition of the Selection Committee

Selection Committees consist of the hiring manager and other members required by the administrative procedure of the applicable employee classification.

Minimum Qualifications Review

After the filing deadline, the Director of Human Resources or his/her designee reviews all applications and forwards to the selection committee for interviews only those candidates who meet the minimum qualifications for the position. Depending on the applicant pool, the selection committee may screen all applications.

Tasks of the Selection Committee

Selection committees create screening forms and scales to use during the paper screening and actual interviews. (See Exhibits D and E for sample screening documents).

Responsibilities of the Selection Committee

The selection committee selects a chairperson to guide the committee in all its endeavors; reviews the job description, minimum qualifications and desirable qualifications; and establishes timelines for future recruitment and selection meetings and interviews.

The Equal Employment Opportunity (EEO) Representative distributes the administrative procedure relevant to the position being hired; pre-employment question guidelines; duties and responsibilities of committee members, chairperson and EEO Representative (Exhibits A, B and C); the job announcement; and 4) the job description. These materials are explained to the committee and signatures obtained that indicate the committee member's understanding of their duties and responsibilities.

Interviews

The number of applicants interviewed is determined by the hiring manager and interviews are conducted by the committee.

Employment Offer

The hiring manager or his/her designee discusses and confirms salary and other arrangements with the selected applicant. The Director of Human Resources or his/her designee promptly communicates with the remaining finalists and checks and verifies the transcripts and previous relevant work experience of the selected applicant.

Correspondence

Information about all applicants and their status, as well as the contacts and correspondence generated by the screening and recommendation processes are conveyed only by the Human Resources Department. No notification of status to an applicant is made until all final recommendations are confirmed.

Documentation, Records & Confidentiality

All application materials, rating sheets and other records used in the screening process are stored for a minimum of three years by the Human Resources Department. These materials, the interview records and committee notes are treated as confidential information by everyone involved in the hiring process which shows high regard for candidates and enhances the fairness of discussions and decisions. The Human Resources Department is responsible for all contact and correspondence with applicants, candidates and selectees.

Board approval date: 1/24/06

**DUTIES AND RESPONSIBILITIES
OF SELECTION COMMITTEE MEMBERS**

1. Attend all meetings of the committee.
2. Serve as a representative of your respective group.
3. Read all materials presented during the meetings so that you may actively participate in the screening and interview process. Ask questions and make contributions.
4. Maintain strict confidentiality which includes, but is not limited to, the names of applicants and their qualifications, scores or ratings from paper screening, scores or ratings from interviews, any conversation held during screening committee meetings, or any other information throughout the selection process.

Signature of Committee Member

Date

**DUTIES AND RESPONSIBILITIES
OF SELECTION COMMITTEE CHAIRPERSON**

1. Serve as the facilitator/leader of the committee henceforth and attend all meetings in their entirety.
2. Ensure all members fulfill their duties and responsibilities as assigned.
3. Lead the committee through the screening and selection process.
4. Meet with the Director of Human Resources or designee to discuss testing and applicant pool diversity.
5. Reserve all rooms for future meetings.
6. Obtain committee screening materials and from the Human Resources Department.
7. Return all screening materials to the Human Resources Department immediately after committee meetings and update the Director of Human Resources or his/her designee on the status of the candidate pool, interview questions and demonstrations, if applicable, and interview scheduling.
8. Obtain packets of interview materials and applications from Human Resources Department immediately before interview meetings.
9. Return interview materials to the Human Resources Department immediately after interview meetings and update the Director of Human Resources or his/her designee regarding interview outcomes.
10. Maintain strict confidentiality in all recruitment matters, including but not limited to the names of applicants and their qualifications, scores or ratings, any conversations held during committee meetings, or any other information discovered during the selection process

Signature of Committee Chairperson

Date

**DUTIES AND RESPONSIBILITIES
OF EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPRESENTATIVE**

1. Present and explain to the committee the district hiring procedures and guidelines, the pre-employment question guidelines, the job description, and the duties and responsibilities of committee members, the chairperson, and the EEO Representative.
2. Review these materials in detail with the members of the committee and respond to any questions they may have.
3. Guide the committee through the selection process of a chairperson.
4. Secure the signatures that indicate the understanding of all duties and responsibilities by committee members and the chairperson.
5. Attend all meetings of the committee in their entirety.
6. While non-voting unless possessing a dual role as a committee member, the EEO Representative acts as an observer in the screening and selection processes to ensure an equal opportunity for all applicants.
7. Assist the chairperson in enforcing the hiring procedures and guidelines and the pre-employment question guidelines.
8. Immediately bring committee concerns or EEO related issues to the Director of Human Resources or his/her designee so those concerns and issues may be expediently addressed.
9. Maintain strict confidentiality in all recruitment matters including, but not limited to, the names of applicants and their qualifications, scores or ratings, any conversations held during committee meetings, or any other information discovered during the selection process.

Signature of EEO Representative

Date

SELECTION COMMITTEE PAPER SCREEING SAMPLE

(Name of Position)
Applicant Paper Screening Form

Name of Applicant: _____ Interview?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Minimum Qualifications

Yes	No
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a. (Educational Requirements)

<input type="checkbox"/>	<input type="checkbox"/>
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b. (Years of Experience)

<input type="checkbox"/>	<input type="checkbox"/>
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Applicant Packet – (0-5) points for each

a. (Application) _____

b. (Resume) _____

(Note: Application materials may differ depending on the position).

Application materials reflect qualifications in the following Essential Functions:

a. (Essential Job Function)
4 3 2 1

b. (Essential Job Function)
4 3 2 1

c. (Essential Job Function)
4 3 2 1

d. (Essential Job Function)
4 3 2 1

Total Points: _____

Committee Member

Date

4 = Highly Experienced 2 = Limited Experience
3 = Experienced 1 = No Experience

SELECTION COMMITTEE INTERVIEW SCREENING SAMPLE

(Name of Position)
Interview Questions

Candidate: _____ Date: _____ Rank: _____

1. (Interview Question)
4 3 2 1 0

Comments:

2. (Interview Question)
4 3 2 1 0

Comments:

3. (Interview Question)
4 3 2 1 0

Comments:

4. (Interview Question)
4 3 2 1 0

Comments:

5. (Interview Question)
4 3 2 1 0

Comments:

6. (Interview Question)
4 3 2 1 0

Comments:

Interview Rating: 4 = Highly Recommend 2 = Recommend with Reservations
3 = Recommend 1 = Do Not Recommend
0 = Insufficient Information

Total Points: _____

Committee Member:

Date

(Number and type of questions may vary depending on position. Must include at least two questions on diversity for each interview).