

Recruitment & Selection Procedures

PRESENTED BY CHOUA WU, HR SPECIALIST II (RECRUITMENT)



recruitment process

01

Recruitment
Approval

02

Establish a
Committee

03

Establish a
Timeline

04

Prepare
Recruitment
Materials

05

Paper
Screening
Process

06

Interviews

07

Reference
Check

08

Offer

09

Board
Approval

recruitment approval

College Level

Manager identifies need to fill
a vacant or new position

Finance

Position Action Request (PAR)
Initiated for new positions or when there is a
change to an existing position

Executive Management Team

All positions require EMT approval



establish a committee



Committee Chair

- Appointed by the hiring supervisor
- Previously participated on a search committee
- Possesses the knowledge, skill and time

Committee Representatives

- # of representatives vary by position and classification
- Appointed by Classified/Academic Senate
- Diverse & inclusive
- Cannot be in probationary status

Committee Responsibilities

- Participate in the recruitment and selection process from beginning to end
- Be objective, fair, and treat all applicants equally
- Maintain integrity
- Ensure confidentiality
- Complete EEO Training

establish a timeline

Job Posting

- Minimum of 3 weeks
- 10-day lateral/voluntary transfer for classified and full-time faculty positions

Min Quals Screening by HR

- 2-4 business days

Application Review

- 1 week

Interviews

- First-level: 2 weeks
- Second-level: 1-2 weeks

References

- 1-3 days

Offer

- 1-5 days

establish a timeline



Faculty/Staff Recruitment Checklist & Timeline Planning Worksheet

RECRUITING

RECRUITMENT TITLE: _____ CAMPUS: _____ CHAIR: _____

PRE-POSTING				
WEEK #	WHO	ACTION	TIMELINE	MY DUE DATE
1	Manager/Chair	<input type="checkbox"/> Work with your college personnel specialist (or HR Specialist for District Services positions) to initiate requisition for recruitment in e-Recruit	1-4 days	
1	HR	<i>Your college personnel specialist moves the requisition forward to District Finance and EMT for approval. Once approved by EMT, then faculty positions & WVMECA classified positions are posted for 10-business day lateral transfer period</i>		
1	Manager/Chair	<input type="checkbox"/> Establish committee <input type="checkbox"/> Complete committee form, obtain signatures & send to HR	1 week	
1	Manager/Chair	<input type="checkbox"/> Have committee complete EEO refresher training (if required) and sign Confidentiality forms		
2	Chair	<input type="checkbox"/> Schedule Search Committee meeting. o Review timeline & job announcement. o Determine & submit for approval the desired quals, supplemental ques, screening criteria & interview ques.	1 week	
2	Chair	<input type="checkbox"/> Submit completed job announcement forward for final approval by College, if applicable, and HR.	1-2 days	
3	HR	<i>HR posts position for 4 weeks. Can be extended if needed.</i>	4 weeks	
AFTER POSTING CLOSES				
7	HR	<i>HR receives applications and reviews for minimum qualifications. Applications are released to Committee.</i>	2-4 days	
8	Chair	<input type="checkbox"/> Facilitate with your committee to complete application review <input type="checkbox"/> Determine cut-off for first-level interview invitations <input type="checkbox"/> Search Chair submits recommendation to HR	1 week	
8	Chair	<input type="checkbox"/> Once HR approves, Chair schedules first-level interviews. o Allow 5 days-notice for in-town; 10 days-notice for out-of-town.	2 weeks	
10	Committee	<input type="checkbox"/> Conduct first-level Interviews. <input type="checkbox"/> Search committee meets & makes recommendations for second-level interviews. Submit to HR for approval.	2-3 days	
10	Chair	<input type="checkbox"/> Once HR approves, Chair schedules second-level interviews	1-2 weeks	
11	Manager	<input type="checkbox"/> Conduct second-level (finalist) interviews		
12	Manager/Chair	<input type="checkbox"/> Complete reference checks on finalist(s)	1-3 days	
12	Manager/Chair	<input type="checkbox"/> Submit recommend-for-hire finalist name and collect all recruitment paperwork and submit to HR		
POST INTERVIEWS				
12	HR	<i>HR prepares offer and HR offers position to finalist</i>	1-5 days	
	HR	<i>HR places new appointment on next available Board of Trustees agenda: _____ (BOARD MTG DATE). Date determined as follows: ❖ Refer to Recruitment Board Due Dates-Deadlines calendar. ❖ Offer must be made approx 3 weeks before Board meeting. ❖ Start date is always on Monday following the Board meeting approval.</i>	3 wks	
COMPLETED				

Tips:

- Work backwards from HR due date
- Allow buffer time for candidate responses

1. Job Announcement

Changes can be made only to the following areas:

- Definition
- Desired Qualifications
- Supplemental Questions

The committee may not change other elements of the job announcement including class specifications, salary and benefit information, and selection process.

2. Screening Criteria

- ✓ Utilize the job description to help develop the criteria.
- ✓ Create criteria based on information that can be obtained from the application materials.
- ✓ Add weights to each criteria.

Example

Description	Weight
Knowledge and background to perform the essential functions of the position.	20
Breadth of education and experience required for the position.	20
Demonstrated ability to work with effectively with persons of diverse socioeconomic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation	20
Evidence of skills to work cooperatively as part of a team.	20
Knowledge of computer hardware and software (as demonstrated in application documents)	20

- ✗ Do not create criteria that evaluate candidates on:
 - where they obtained their education
 - number of degrees they possess
 - how many years of experience they possess.

3. Interview Questions

- Develop questions to assess each candidate based on their:
 - Knowledge
 - Skills
 - Abilities
- Develop follow-up questions if necessary
- May include a written exercise, presentation or role play
- Create a rating mechanism

THINGS TO KEEP IN MIND

- Applications will not be released until HR has received and approved the screening criteria and interview questions.
- Once applications are released, changes cannot be made to recruitment materials.
- A minimum of 7 applications must meet minimum qualifications in order to proceed to the application screening process.

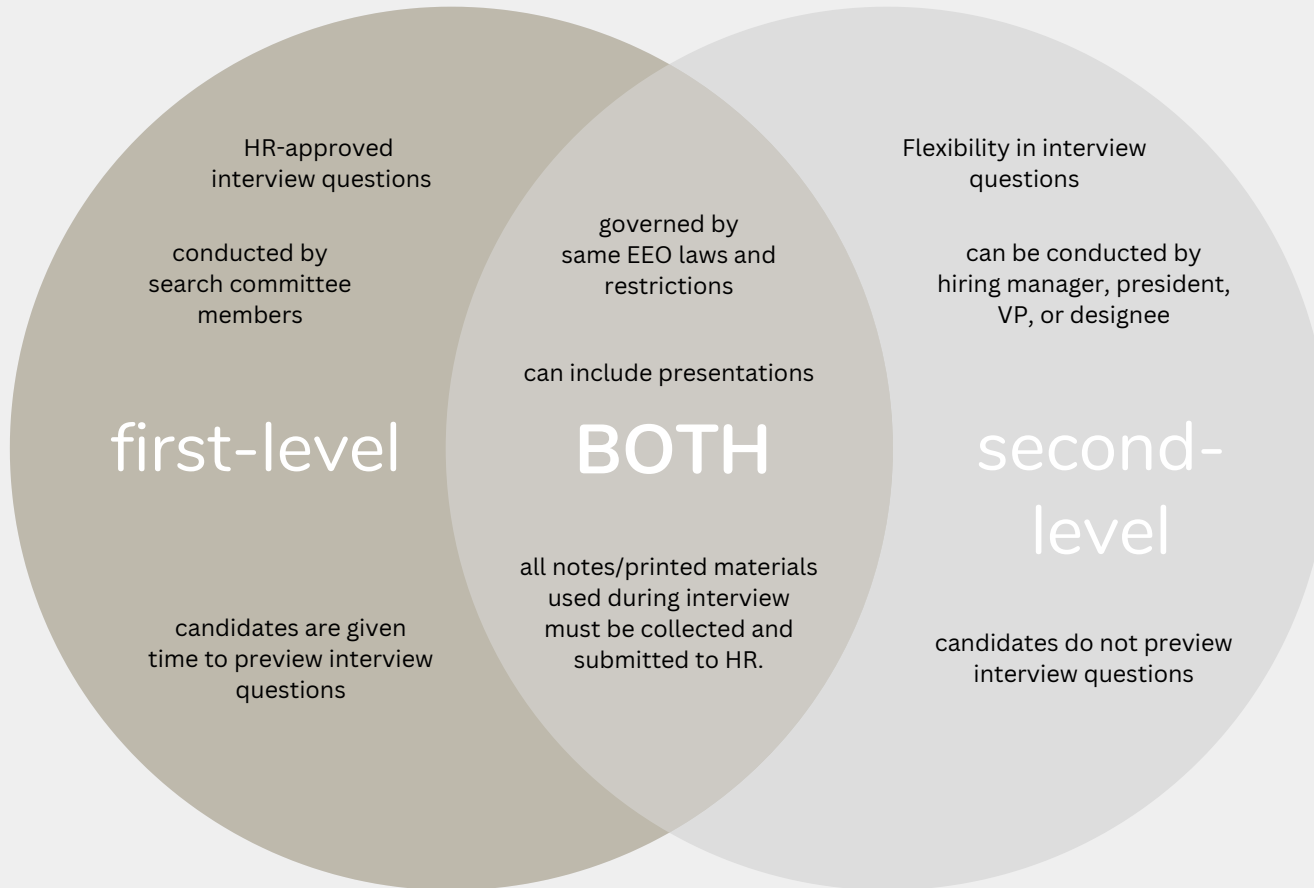
paper screening process

Step 1: Log in to E-recruit to view and evaluate applications based on screening criteria.

Step 2: Deliberate!

Step 3: Submit recommendation for first-level interviews to HR.

interviews



interviews

DO'S



- Prepare well
- Provide at least five-day notice to local candidates.
- Represent the District well and provide a relaxed atmosphere for the candidate.
- Be consistent.

DON'TS



- Discuss the candidate's interview with anyone, including the candidate.
- Discuss race, gender, cultures, or disabilities of the candidates during deliberation process.
- Duplicate interview forms or any attached documentation for own records.

Goal: To assess the candidate's work history and work ethic

Rules

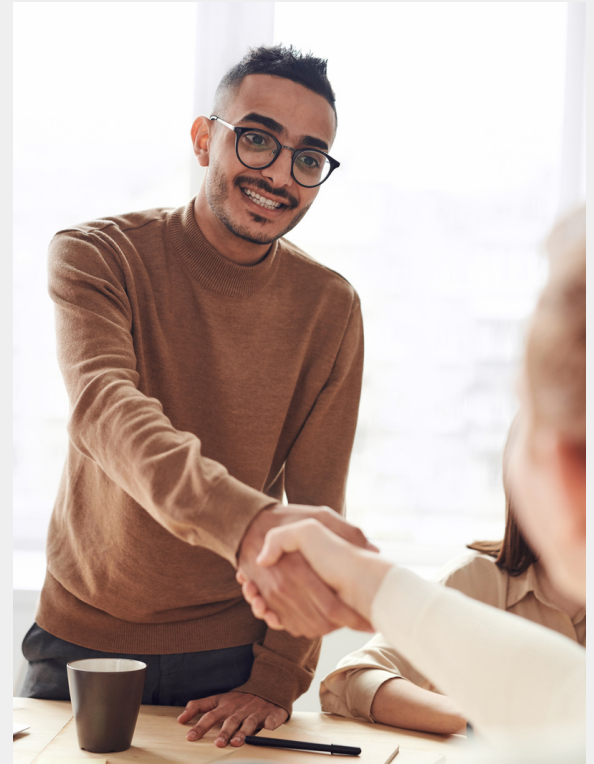
1. Do not skip over or add questions.
2. Do not split up reference checks.
3. A minimum of two references are required from current and former supervisors.
4. Make a notation if a reference is unreachable after multiple attempts or if a reference refuses to give one.
5. Follow the directions of the finalist regarding their release to contact their references or to notify them before contacting.

offer

Hiring manager informs HR of recommended candidate for hire.

Hiring manager submits completed reference checks and finalist interview materials.

Human Resources Specialist makes job offer.



board approval

The Human Resources Department will prepare the Board of Trustees agenda item and notify the finalist of the contingent offer.

Four decorative, light-colored ribbon-like flourishes are arranged in a circular pattern around the central text, framing it.

**CONGRATULATIONS
ON YOUR
NEW HIRE!**