Recruitment & Selection Procedures

PRESENTED BY CHOUA WU, HR SPECIALIST II (RECRUITMENT)
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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
<table>
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<tr>
<th>Job Posting</th>
<th>Min Quals Screening by HR</th>
<th>Application Review</th>
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<tbody>
<tr>
<td>- Minimum of 3 weeks</td>
<td>- 2-4 business days</td>
<td>- 1 week</td>
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<tr>
<td>- 10-day lateral/voluntary transfer for classified and full-time faculty positions</td>
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<table>
<thead>
<tr>
<th>Interviews</th>
<th>References</th>
<th>Offer</th>
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<tr>
<td>- First-level: 2 weeks</td>
<td>- 1-3 days</td>
<td>- 1-5 days</td>
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<tr>
<td>- Second-level: 1-2 weeks</td>
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### Tips:
- Work backwards from HR due date
- Allow buffer time for candidate responses
Job Announcement

1. Job Announcement

Changes can be made only to the following areas:

- Definition
- Supplemental Questions
- Desired Qualifications

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

prepare recruitment materials
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*

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

First-level
- HR-approved interview questions
- Conducted by search committee members
- Candidates are given time to preview interview questions
- Can include presentations

Second-level
- Flexibility in interview questions
- Can be conducted by hiring manager, president, VP, or designee

Both
- Governed by same EEO laws and restrictions
- Candidates do not preview interview questions
- All notes/printed materials used during interview must be collected and submitted to HR
**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

1. Hiring manager informs HR of recommended candidate for hire.
2. Hiring manager submits completed reference checks and finalist interview materials.
3. Human Resources Specialist makes job offer.
The Human Resources Department will prepare the Board of Trustees agenda item and notify the finalist of the contingent offer.

CONGRATULATIONS ON YOUR NEW HIRE!