AP 7120  Recruitment and Hiring

Reference:

Education Code Sections 87100 et seq.; 87400; 88003; Accreditation Standard III.A

Recruitment and hiring processes should include:

Recruitment methods (advertising vacancies, internet postings, etc.)
Positions for which continuous recruitment will occur
Length of time positions will be advertised that are not continuously recruited
Application instruments
Initial selection procedures: application reviews
Testing (as appropriate)
Interview procedures
Composition of selection committees
Pre-selection activities
Reference checks (See AP 7126)
Employment offers
Pre-employment physical examinations

Approved by the Board of Trustees: November 11, 2003