

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