

ADMINISTRATIVE RECRUITMENT AND HIRING RESPONSIBILITIES

General

The President is responsible for Administrative Recruitment and Hiring. The Director, Human Resources is responsible for implementing the Recruitment and Hiring process and for advising on matters of policy and procedures. Responsibility for selecting qualified employees is shared by the administration, faculty, professional support staff employees and the student body, participating cooperatively in appropriate phases of the hiring process. These phases include position identification and approval, job announcement preparation, recruiting, screening and interviewing, and final interviews/ hiring decision.

RECRUITING AND HIRING PROCEDURES

I. Position Identification and Approval

- A. The requirement to fill a vacant existing or new Administrative position will be identified by the College Council made up of representatives from the administration, faculty, and classified staff
- B. New Positions : Personnel Request forms to fill new positions are submitted to Cabinet for approval, then forwarded to the Human Resources department for action. An approved job description must accompany the Personnel Request.
- C. Existing Positions: Personnel Request forms to fill existing positions are submitted to the Cabinet for approval, then forwarded to the Human Resource department for action.

II. The Job Announcement: Upon receipt of the approved Personnel Request, the Human Resource Department, in conjunction with the appropriate Vice President, prepares a job announcement to provide prospective applicants with the following information:

- Position Title
- Projected Start Date
- Duties and Responsibilities of the position
- Qualifications (Minimum and Desired)
- Salary Range
- Selection process timeline
- Application process
- Non-Discrimination statement

The job announcement must include a requirement that the applicant must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

III. Recruiting

- A. Recruiting Goal: The goal of recruiting is to yield the maximum number of qualified applicants.
- B. Recruiting Responsibility: The Human Resource department is responsible for recruiting applicants for administrative positions. Recruiting sources are selected based on their potential to achieve the recruiting goal.
- C. Recruiting Period: Open administrative positions are advertised for three weeks after being approved for hiring. Applications are then examined by the Director, Human Resources and the Equal Employment Opportunity Officer to determine if there are adequate qualified applicants for the position. If deemed adequate, the position is closed and proceeds to the screening phase. If there are fewer than five qualified applicants, the closing date is extended for one additional week. After the additional week of recruiting, the position is closed and proceeds to the screening phase with the qualified applications received.

IV. Screening and Interviewing

- A. Minimum Qualifications: Applications are initially screened for complete information and minimum qualifications by the Director, Human Resources. Those complete applications meeting minimum qualifications are submitted to the screening committee for consideration. Incomplete applications and those not meeting minimum qualifications are disqualified from further consideration.
- B. Screening Committee: The administrative position screening committee consists of three administrators, five faculty members, two members of the professional support staff, one community representative and one student body representative. One of the three administrators is selected by the committee to serve as committee chair. The Equal Employment Officer is an ex-officio member of the screening committee.

- C. Confidentiality: Information relative to applicants and the screening process is confidential. Screening Committee members must refrain from discussing committee proceedings outside committee meetings and from sharing applicant information with anyone other than fellow committee members during committee deliberations. Unauthorized disclosure of screening committee information should be reported to the Committee Chair.
- D. Initial Committee Meeting: The initial meeting of the screening committee is a mandatory orientation for all committee members. The initial meeting is conducted before committee members engage in any phase of the screening process. At this meeting, members select a committee chair and receive an orientation on confidentiality, procedures and timelines, committee responsibilities and responsibilities of the position being screened.
- E. Individual Document Screening : Members of the screening committee individually review qualified applications and associated materials to determine specific qualifications of each applicant. Document screening is conducted after the initial committee meeting and before the screening committee meeting.
- F. Screening Committee Meeting: After individual document screening is completed by all committee members, the committee meets to identify candidates for interview and to prepare interview questions. Committee members must complete individual document screening of all applications before participating in the screening meeting. The committee will identify candidates for interview using the process prescribed by the Director, Human Resources. Names of selected candidates are forwarded to the Human Resource office. A list of questions to be asked of each candidate is prepared at the screening committee meeting. Questions must be job-related and designed to determine the applicant's ability to perform the job. The interview may include a presentation by each applicant, if deemed appropriate by the screening committee. Note: If three or fewer applicants are identified by the screening committee as candidates for interview, screening committee interviews are not conducted and the recommended candidates are submitted directly to the Final Interview Committee.
- F. Interviews: Selected applicants are contacted by the Human Resource Department and scheduled for interview. During interviews, each applicant is asked an identical set of questions prepared by the committee at the screening meeting. Candidates are given the opportunity to preview interview questions before being interviewed. Committee members are not to discuss candidates with other

committee members during interviews. When all interviews are complete, the committee deliberates to discuss each candidate. Committee members must interview all candidates in order to participate in committee deliberations. The committee deliberates to select the three top candidates using the process prescribed by the Director, Human Resources. A list of the three recommended candidates (unranked) is forwarded to the Final Interview Committee.

V. Final Interviews / Hiring Decision

- A. Purpose: The Final Interview Committee selects the best-qualified candidate to be hired for the position from the list of candidates recommended by the Screening Committee.
- B. Final Interview Committee: The final interview committee is composed of the President and the Vice President of the division to which the position is assigned.
- C. Reference Checks: The final interview committee conducts a thorough background check on the selected candidate, including a reference from the candidate's current or former supervisor.
- D. Site Visitation: A site visitation is conducted by a committee appointed by the president.
- D. Non Selection: If the Final Interview Committee does not select a candidate from those referred by the Screening Committee, the position is reopened.
- E. The Job Offer: The Director, Human Resources presents a job offer to the selected candidate. The following elements should be included in the job offer:
 - Proposed start date
 - Proposed starting salary determined with Human Resources
 - Notification that the offer is subject to Board approval
- F. Board Approval: The name of the selected candidate is submitted to the Board for approval on the agenda of the next regularly scheduled board meeting.