Classified Recruitment Screening Committee Orientation

Prepared by: Human Resources
Welcome and Introductions
Classified Recruitment and Hiring Plan

- Superintendent/President responsible for Classified Recruitment and Hiring Plan
- HR Director executes plan on Superintendent/President’s behalf
- Qualified permanent employees in the same classification entitled to lateral transfer
- If not, Classified Screening Committee (CSC) conducts collaborative hiring process
Responsibilities of CSC

- Screening, interviewing and selecting recommended candidates for final interviews
- Following equal employment requirements
- Process characterized by the strictest confidence
CSC Membership

- (1) Supervisor of open position serves as committee chair
- (1) Classified staff member
- (1) Confidential/Sup/Mgr
- (1) Student - optional (ASGC)
- (1) Faculty member - optional
- (1) Human Resources Representative (non-voting member)
CSC Member Roles

- **Committee Chair**
  - Supervisor of position serves in role
  - Responsible for overall organization of CSC

- **Committee Members**
  - Attendance and participation at all meetings required

- **Human Resources Role**
  - Serves as Equal Opportunity Employer (EEO) Officer
  - Monitors discussions, informs members of their roles
Confidentiality Is Essential!

- Members will NOT:
  - Discuss committee proceedings
  - Share candidate or screening information
- Unauthorized disclosure of information or attempts to influence screening committee must be reported to Committee Chair and/or Human Resources
Do Your Homework

- Understand duties and qualifications of position
- Applicants must meet minimum qualifications
Disclose Previous Knowledge of Candidates

- Previous knowledge of an applicant or candidate?
- Must disclose to committee chair before deliberations
- Any committee member disqualified because of previous knowledge of one or more candidates disqualified from the entire process for this position.
Your Attendance Is Required

- You are responsible for attending *all* committee meetings

- If unable to attend all meetings, contact Committee Chair and request a replacement

- Committee Members must be present during all screening meetings and interviews to be eligible to participate in screening decisions and final interview recommendations
Screening Process
Diversity / EEO

- Unconscious Bias
- What is diversity?
- Educational benefits of workforce diversity
- Student Success
Individual Paper Screening

- All CSC members individually review applications and resumes of qualified applicants and note relevant information on screening worksheet

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Applicant Screening Worksheet</th>
<th>Screener:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSIFIED POSITION</td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td>Education / Training</td>
</tr>
<tr>
<td>Applicant 1</td>
<td>Name</td>
</tr>
<tr>
<td>Applicant 2</td>
<td>Name</td>
</tr>
</tbody>
</table>

**Interview**

- Yes
- No
- Maybe
Individual Paper Screening (cont.)

- Comments must be pertinent to job qualifications

- Paper screening is conducted after position closes and before screening meeting
Individual Paper Screening (cont.)

**DO:**
- Review candidate’s education, training and experience as related to job requirements and chairperson’s “ideal candidate description”
- Look for consistent patterns of employment and responsibility
- Look for gaps in each of the above (except as caused by forces beyond candidate’s control (layoff, etc.))

**DON’T:**
- Consider irrelevant factors such as:
  - Over-qualification
  - Current work and/or residence location
  - Current salary
- Allow biases to affect decision making process (pre-conceived opinions or judgments about facts related to candidate, e.g., school, past employers, etc.)
Screening Meeting

- Takes place after all committee members have completed paper screening
- Committee meets to discuss qualifications of each applicant
- Result = list of candidates selected for initial interviews
Preparing Interview Questions:

- During screening meeting, committee prepares list of interview questions
  - Only these questions will be asked during interview
- Open-ended questions
- Relative to required skill, knowledge and ability
- Must not reflect bias or discrimination based on race, color, religion, national origin, gender, age or physical disability.
Initial Interview
Interview Process

**Initial Interview**
- Candidates notified by HR & scheduled for interviews
- CSC members arrive at least 15 minutes before the time scheduled for first candidate

**Conducting the Interview**
- Candidates given opportunity to review questions before interview.
- Ask only questions committee agreed upon
- Take notes on responses and assign points
- Do not discuss candidates until final deliberation
Committee Deliberations
Committee Deliberations

- Committee deliberates to discuss impressions and qualifications of each candidates immediately following last interview

- Three candidates (unranked) are selected for final interviews
Interview Guidelines
Interview Guidelines

- Judge candidates only on qualifications and ability to perform job
- Encourage candidates to relax and be at ease
- Be aware of “Halo Effect”
- Take time to evaluate each candidate in your own mind after each interview
- Be aware of body language
- Don’t make favorable / unfavorable comments during interview
- Be cautious of follow up questions
Committee Ground Rules
Ground Rules

- Stay open-minded
- Listen carefully
- Remember to play well with others
- Don’t forget why we’re here!
- Stay focused on the subject at hand
- Lively conversation is productive
- Agree to disagree . . . that is the process!
- Start and stop on time
- No kicking, scratching, or biting allowed!
Any Questions?

HR Assistance:
- Eric Ramones (408) 848-4753
- Michaela Gonzalez (408) 852-2818
- Lucy Alvarez (408) 846-4964
- Marissa Haro (408) 852-2819
- Amparo Arteaga (408) 852-2887

Let’s have a great recruitment!!
## Recruitment Timeline

<table>
<thead>
<tr>
<th>Position</th>
<th>Close</th>
<th>Orientation</th>
<th>Screen Period</th>
<th>Screen Meeting</th>
<th>Initial Interview</th>
<th>Final Interview</th>
<th>Screening Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Chair: CSEA:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Faculty:</td>
</tr>
<tr>
<td>HR Office</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Sup/Conf:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ASGC:</td>
</tr>
</tbody>
</table>

Chair:
CSEA:
Faculty:
Sup/Conf:
ASGC: