

CLASSIFIED AND SUPERVISORY/CONFIDENTIAL RECRUITMENT AND HIRING RESPONSIBILITIES

General

The President is responsible for Classified and Supervisory / Confidential (Classified) 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, classified employees and the student body, participating cooperatively in appropriate phases of the hiring process. These phases include position identification and approval, position posting, recruiting, screening and interviewing, and final interviews/ hiring decision.

RECRUITING AND HIRING PROCEDURES

I. Position Identification and Approval

- A. New Positions : Personnel Requests 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.
- B. Existing Positions: Personnel Requests to fill existing positions are submitted to the Cabinet for approval, then forwarded to the Human Resource department for action.

II. Position Posting: Upon receipt of the approved Personnel Request, the Human Resource department prepares an internal posting notice describing the open position. The notice is distributed to each employee in the classified bargaining unit and the position remains posted for 5 working days. Employees currently assigned to the same job family / salary range may request a lateral move to the open position during the posting period. Lateral move approval rests with the supervisor of the open position. The Supervisor uses the same standards of selection as are used in the open-position process. If an employee is selected for lateral move to the open position, the process is complete. If there are no requests or selections for lateral move during the posting period, the position proceeds to the recruiting phase. Employees in different job families / salary ranges may apply for open positions during the recruiting phase and will be considered on an equal basis with external applicants.

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 classified positions. Recruiting sources are selected based on their potential to achieve the recruiting goal.
- C. Recruiting Period: Recruiting begins as soon as possible after expiration of the 5 day internal positing period . Open classified positions are advertised for three weeks. 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 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 applications received.

IV. Screening and Interviewing

- A. Minimum Qualifications: Applications are initially screened for minimum qualifications by the Director, Human Resources. Those meeting minimum qualifications are submitted to the screening committee for consideration. Those not meeting minimum qualifications are disqualified from further consideration. If there are three or fewer qualified applicants, they are referred directly to the Final Interview Committee by the Director, Human Resources.
- B. Screening Committee: The classified position screening committee usually consists of the supervisor of the open position and at least one classified employee appointed by the Professional Support Staff. The Supervisor serves as committee chair. Faculty and Associated Student Body (ASB) representatives (one each) are invited to participate but their participation is optional. At a minimum, the classified screening committee must consist of the Supervisor and one other member.

- 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. 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 position closes and before the screening committee meeting.
- E. Screening Committee Meeting: After individual document screening is completed by all committee members, the committee meets to identify candidates for interview and 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 candidates are scheduled for interview by the Human Resource Department. During interviews, each candidate is asked an identical set of questions prepared by the committee at the screening meeting. Candidates are given an opportunity to preview interview questions before being interviewed. Committee members are not to discuss candidates with other committee members until all candidates have been interviewed. 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 three top candidates are determined 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 Management representatives as follows:
1. Supervisory Positions: The President or designee and the Vice President or designee to whom the open supervisory position directly reports.
 2. Confidential and Classified Positions: The Vice President of the division to which the open position is assigned and a Supervisor, but not the Supervisor of the position being hired.
(The Supervisor of the position being hired may be an observer after having served on the classified screening committee)
- 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. The task of performing reference checks may be delegated to the Supervisor.
- 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. Bilingual Required Positions: Candidates selected for final interview for positions requiring bilingual capability must pass a language examination administered by the Human Resource Department before the final interview.
- F. The Job Offer: The Director, Human Resources or designee 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 (prorated for part-time positions and those working less than 12 months per year or 8 hours/day)
 - Notification that the offer is subject to Board approval
- G. Board Approval: The selected candidate is submitted for approval on the agenda of the next regularly scheduled Board meeting