

## RECRUITMENT AND SELECTION

### A. Goal

District Human Resources and Organizational Development, in accordance with Board Policy 1013, shall work cooperatively with various colleges and District departments in an effort to share resources and to standardize processes in the area of recruitment and selection in order to serve employees and consequently improve student services.

### B. Procedures

- 1.1 **Coordination of Recruitment/Selection Process:** District Human Resources shall coordinate all recruitment and selection processes for classified and management recruitments in the District, and shall work with a college's faculty recruitment committee to assist it in advertising, developing and approving selection tools/methodologies/rubrics, and determining adverse impact issues and mitigation efforts.
- 1.2 **Vacancy Requisitions:** If a college or department proposes to fill a vacant position, a vacancy requisition shall be submitted through the appropriate approval process at the college or department and then forwarded to District Human Resources for review and approval. Assuming the requisition is approved, the following steps shall apply.
- 1.3 **Advertising for Vacancies:** All advertising for vacancies shall be coordinated through District Human Resources and shall be charged to the District Human Resources budget. Advertising efforts shall be coordinated in such a way to maximum exposure and minimize costs. For example, District Human Resources shall be encouraged to combine similar vacant positions for advertising purposes.
- 1.4 **Assignment of Human Resources Representatives:** Human Resources Representatives are assigned to hiring projects based upon geographic location, one Human Resources Representative will be designated to work with DVC/DO and the other to LMC/CCC. The District Human Resources Representative receives the hiring assignment and conducts research within three (3) business days of receipt. If a job analysis is needed, the assigned Human Resources Representative prepares a job analysis plan and forwards to the Principal Human Resources Representative. The Human Resources Representative contacts hiring authority and campus Human Resources Assistant (HRA) to notify them of assignment and to schedule job analysis study if required.
- 1.5 **Faculty Vacancies:** The assigned District Human Resources Representative shall work with the college's faculty recruitment committee to assist in advertising for the vacancy, developing and approving selection tools/methodologies/rubrics, and determining adverse impact issues and mitigation efforts. Other assistance may be offered if requested by the college and/or faculty recruitment committee.

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- 1.6 **Classified and Management Vacancies:** The following procedures shall apply to all classified and management vacancies in the District:
- 1.6.1 The assigned District Human Resources Representative shall guide the hiring authority through the recruitment process. The Human Resources Representative shall create a recruitment plan to be shared with the hiring manager and the College Director of Business Services. The hiring authority and the Human Resources Representative may meet to develop an examination plan, which will describe the overall strategy including the tactics used to fill the vacancy. The plan includes: interview panel composition, dates for paper screening, dates for screening interview, dates for final interviews, advertising sources, written exercises or other appropriate skills/performance tests.
  - 1.6.2 The Human Resources Representatives will forward the final supplemental questions to the District Human Resources Technicians. The District Human Resources Department will create the position announcement and post openings externally, if needed. When necessary, Human Resources Technicians will routinely announce each job externally via: the District's website, job hot line, email, College Human Resources Assistants, appropriate offices of Vice Presidents, and the District's diversity and recruitment mailing list.
  - 1.6.3 When needed, the assigned Human Resources Representative shall contact the Hiring Authority and/or College Business Director with a draft of potential supplemental questions, paper-screening criteria, interview questions, and examinations to illicit input.
  - 1.6.4 Utilizing Perseus, a computerized applicant-tracking system, the Human Resources Technician will input daily all of the applications into the applicant database as applications are received in the District Human Resources Office.
  - 1.6.5 A Human Resources Technician shall be assigned to coordinate advertising with a designated ad agency along with the assigned Human Resources Representative. A form should be faxed to the agency requesting advertising sources.
  - 1.6.6 A Human Resources Technician will be assigned to coordinate typing test efforts with a designated outside agency. This responsibility will include recording, tracking and reporting typing test results using Perseus. A form should be faxed to the agency requesting clerical tests.
  - 1.6.7 At the close of the posting period, the Human Resources Representative in Recruitment and Selection will direct the development and duplication of screening documents, rating sheets and testing instruments. He/she might also assist by coordinating, arranging and participating in the screening and interview panels.
  - 1.6.8 The District Human Resources Representative shall perform paper screening for both minimum and desirable qualifications for classified positions. The District Human Resources Representative shall also perform the paper screening for minimum qualifications for management positions. There will be a dialogue between the site and District Human Resources about whether District Human Resources will screen for desirables (Training & Experience review) or whether it will be screened through a committee.

- 1.6.9 For Local 1 bargaining unit classified openings, Local 1 shall have the right to review the paper screening results conducted by District Human Resources. This review shall take place and be completed within 24 hours after Local 1 is notified by District Human Resources that the paper screening is completed. The Local 1 reviewer shall be mutually agreed to by the District and Local 1. At an early stage of the recruitment process, the assigned District Human Resources Representative shall submit a proposed name of a Local 1 member to review the paper screening results and the name of another Local 1 member who would sit on a panel interview to the site Local 1 Vice President, including alternates. The hiring manager and Local 1 must mutually agree upon these members.
- 1.6.10 If the District believes that a Local 1 bargaining unit classified oral interview panel will be enhanced by the inclusion of another represented bargaining unit member, the District will make the recommendation to the appropriate Local 1 Vice President and the Union shall agree or disagree with that recommendation within 24 hours. If there is no agreement then no other represented bargaining unit members shall participate. Local 1 shall not arbitrarily or capriciously deny the use of another bargaining unit's member on an oral interview committee.
- 1.6.11 If a desirable qualifications screening committee is formed for a management opening, the assigned District Human Resources Representative will lead, facilitate and coordinate the process, including setting dates, times and locations for meetings, and facilitating the discussions and final screening decisions.
- 1.6.12 The assigned District Human Resources Representative shall develop oral interview questions and rubrics in consultation with the hiring manager. Members of the oral interview committee shall be solicited by the hiring manager for input on the kinds of questions they would like to see included. Any potential questions submitted to the manager may be considered during the consultation between the District Human Resources Representative and the hiring manager. The Human Resources Representative shall lead, facilitate and coordinate the oral interview process at the colleges and District Office. Lunch will be provided to the panel.
- 1.6.13 The Human Resources Representative shall coordinate the panels by reserving a meeting room, determining the dates, notifying the panelists, preparing materials. The Human Resources Representative shall also contact the applicants on the date/time/location of the interview and send out applicant packet. If the candidate cancels, the Human Resources Representative shall be the point of contact. For college recruitments, College Human Resources Assistants help reserve the meeting room, determine the dates, and confirm the participation of panelists.
- 1.6.14 The District Office Human Resources Technician will notify all candidates as to their results in the process.
- 1.6.15 The District Human Resources Representative shall refer top candidates to the Business Director and hiring authority for final selection interviews. For college recruitments, college Human Resources Assistants will coordinate logistics at the campus.
- 1.6.16 The hiring manager in cooperation with the Business Manager will identify committee members for final selection interviews and conduct final interviews.

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- 1.6.17 At the conclusion, an eligibility list shall be created and the list may be used at the District's discretion for other positions in that classification for up to one year. The Human Resources Technician shall maintain the eligibility lists.
- 1.6.18 Reference Checks and Offers of Employment: District Human Resources Representatives shall provide consultation as requested on reference checking. The hiring manager should conduct reference checking. The hiring manager will be trained on the proper methodologies for reference checking. The college may conduct unofficial offers to new hire and contact them via phone. District Human Resources Representatives shall conduct initial official offers by means of a phone call. The Human Resources Technician will create and mail a written official notification and offer of employment for signature by the successful candidate and return to District Human Resources.
- 1.6.19 The assigned Human Resources Representative in Recruitment/Selection Section shall forward new hire paperwork from the college or District Office to the Human Resources Representative in Employment Processing Section for action.
- 1.7 **Resume Tracking:** District Human Resources shall develop and maintain a resume database of potential candidates for faculty, classified and management positions. This information shall be utilized as a potential source of candidates when vacancies take place at the colleges or departments. Further, District Human Resources shall develop and maintain a part-time faculty candidate database for use by the colleges. The colleges shall forward resumes and applications of all part-time faculty candidates received by the colleges to District Human Resources for inclusion in this database. The part-time faculty candidate database shall be organized by Faculty Service Areas (FSA). Colleges with part-time vacancies may call District Human Resources to receive candidate information from this part-time candidate database.