

AP 7120 Recruitment and Hiring Procedure

Reference:

Education Code 87605, 87608(b), 87605, 87609, 87482.5, Regular Faculty and Temporary Faculty

Administration, Confidential and Classified Positions

- A. The recruiting process begins when a position request is processed by the Supervising Administrator in the applicant tracking system.
 - a. The Supervising Administrator completes the request and includes the updated job duties, recommended minimum and desired qualifications in the applicant tracking system.
 - i. The request is routed for approval, in this order: Area Vice President, Executive Vice President of Administrative Services, Vice President of Human Resources and the Superintendent/President. Each approving Administrator is responsible for reviewing the job duties, minimum and desired qualifications prior to approval. Questions should be addressed prior to approval.
 - ii. Once approved, the Human Resources representative creates the job announcement and sets the priority closing date. The announcement is posted internally and externally to ensure a broad and diverse candidate pool.
- B. Selection of Screening Committee- This action is triggered once a Job is approved to post.
 - a. Distribute position title and need to the Academic Senate President and the CSEA President for their selected members.
 - b. The Committee Chair will be the Supervising Administrator, unless otherwise designated by the Superintendent/President.
 - c. The EEO Coordinator will be assigned by the EEO Officer.
- C. Creating/Screening Minimum Qualifications
 - a. The Committee Chair, or designated individual, establishes the minimum qualifications for the position, ensuring compliance with related regulations and guidelines as defined in Section A above.
 - b. HR builds the minimum qualification standards into the applicant tracking system to allow candidates to self-identify if they meet minimum qualifications.
 - c. All candidates are reviewed by the committee chair to determine if minimum qualifications are met. Committee chair will make the final decision if a candidate meets minimum qualifications and/or has an appropriate degree related to the minimum qualifications.

- D. Disseminating Information to the Screening Committee- Once the Screening Committee is confirmed
 - a. A welcome email will be sent to all committee members including:
 - i. Roles and members of the committee
 - ii. EEO/Confidentiality Notification
 - iii. Explanation of the process
 - b. Access will be granted to the position in the applicant tracking system.
 - i. Committee member will be responsible to score each candidate for the assigned position.
 - c. Job Information
 - i. Job descriptions are housed in the applicant tracking system. All screening committee members will have access to review the related job description.
 - ii. Minimum and Desired Qualifications are built into the scorecard in the applicant tracking system and on the posted job description.
- E. Screening Committee Meeting
 - a. Application Review Process
 - i. Candidates will be ranked by their weighted average score in the applicant tracking system.
 - 1. Committee Chair is a non-voting member and will serve as the determining vote in the event of a tie.
 - ii. A maximum of 8 candidates, based upon the scoring above, will be invited to the interview.
 - 1. All candidates meeting minimum qualifications, but not selected for interviews, will be grouped together and ranked for a second group. The second will be used if, after interviews, no candidate is chosen from the first group.
- F. Interviews
 - a. The Committee Chair will develop draft interview questions to send to the committee for review and edit. Interview questions are reviewed to meet equity requirement and finalized by the Human Resources Department
 - b. Applicant responses to questions will be scored on a 4-point scale as defined:
 - i. Unsatisfactory
 - ii. Satisfactory
 - iii. Good
 - iv. Excellent
 - c. Unless all candidates are from the immediate area, video interviewing will be used for all candidates.
- G. Selection and Hiring
 - a. After the completion of all interviews, the final candidate will be selected.
 - i. For Administrative positions: at least 2 finalists but not more than 3 are forwarded to the Superintendent/President. The

- Superintendent/President will select the final candidate through a 2nd level on campus interview.
 - ii. For Confidential and Classified positions: the Supervising Administrator will select the final candidate.
- b. Once the employment and offer request is approved, the Human Resources department completes the offer and extends to the candidate. The S/P makes the final decision on salary placement prior to offer.
 - i. Upon acceptance, the Human Resources department schedules the state mandated TB test and fingerprinting.
 - ii. After successful completion of the pre-hire activities the candidate is cleared to start.
 - iii. If a candidate is unable to successfully complete the pre-hire activities, the offer will be rescinded and another candidate selection will be made.

Regular Full-time Faculty

- A. The recruiting process begins when a position request is processed by the Supervising Administrator in the applicant tracking system.
 - a. The Vice President of Instruction, Vice President of Student Services or designee, completes the request and includes the updated job duties and minimum qualifications, as provided by the Division Chair or other appointed Academic Senate representative.
 - b. The request is routed for approval, in this order: Area Vice President, Executive Vice President of Administrative Services, Vice President of Human Resources and the Superintendent/President.
 - i. Once approved, the Human Resources representative creates the job announcement and sets the priority closing date. The announcement is posted internally and externally to ensure a broad and diverse candidate pool.
- B. Selection of Screening Committee- This action is triggered once a job is approved to post.
 - a. The Division Chair, as Academic Senate representative, will provide the Academic Senate President with up to four (minimum of two) committee recommendations.
 - i. Academic Senate President will send up to four qualified members to the Superintendent/President, ranked in order of preference.
 - ii. If for some reason the priority list cannot be followed the Superintendent/President will confer with the Academic Senate President to seek agreement.
 - iii. Screening Committee initial meeting and interview dates will be selected immediately following the committee formation.
 - b. The Committee Chair will be the Supervising Administrator, unless otherwise designated by the Superintendent/President.
 - c. The EEO Coordinator will be assigned by the EEO Officer.

- C. Creating/Screening Minimum Qualifications
 - a. The Division Chair or other Academic Senate designee will establish the minimum qualifications for the position, ensuring compliance with AP7211.
 - b. HR builds the minimum qualification standards into the applicant tracking system to allow candidates to self-identify if they meet minimum qualifications.
 - c. All candidates are reviewed by the Division Chair or Academic Senate designee to determine if minimum qualifications are met. Any candidate claiming to meet minimum qualifications through equivalency will be assumed to have equivalency for the first round of screening. Any candidate claiming equivalency who advances to interviews will be reviewed to ensure equivalency is met, no later than prior to the second interview, per AP7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies.
- D. Disseminating Information to the Screening Committee- Once the Screening Committee is confirmed
 - a. A welcome email will be sent to all committee members including:
 - i. Roles and members of the committee
 - ii. EEO/Confidentiality Notification
 - iii. Explanation of the process
 - b. Access will be granted to the position in the applicant tracking system.
 - i. Committee member will be responsible to score each candidate for the assigned position.
 - c. Job Information
 - i. Job descriptions are housed in the applicant tracking system. All screening committee members will have access to review the related job description.
 - ii. Minimum and Desired Qualifications are built into the scorecard in the applicant tracking system and on the posted job description.
- E. Screening Committee Meeting
 - a. Application Review Process
 - i. Candidates will be ranked by their weighted average score in the applicant tracking system.
 - 1. Committee Chair is a non-voting member and will serve as the determining vote in the event of a tie.
 - ii. A maximum of 8 candidates, based upon the scoring above, will be invited to the 1st level interview.
 - 1. All candidates meeting minimum qualifications, but not selected for interviews, will be ranked and grouped together for a second group. The second will be used if, after interviews, no candidate is chosen from the first group.
 - d. The Committee Chair will develop draft interview questions in consultation with Division Chair as the Academic Senate representative to

send to the committee for review and edit. Interview questions are reviewed to meet equity requirement and finalized by the Human Resources Department

- e. Applicant responses to questions will be scored on a 4-point scale as defined:
 - i. Unsatisfactory
 - ii. Satisfactory
 - iii. Good
 - iv. Excellent
 - f. First level interviews will be interview questions only and will be conducted over interactive television no matter the location of the interviewee.
 - g. Committee Members will submit scores for each candidate. The candidates with the top three scores will be forwarded. In the event of a tie, the Committee Chair will make the determining vote. At the discretion of the Chair and approval by the Superintendent/President a fourth candidate may be advanced if candidate scoring is close. If there are no suitable candidates, the Chair and Vice President of HR can call a failed search. In some instances, fewer than 3 candidates may be advanced to 2nd level with approval from the Superintendent/President or designee.
 - h. A signed minimum qualifications form must be on file prior to Second level interviews for each interviewee.
 - i. Second level interviews will include the teaching demonstration and additional questions with the committee and separate interviews with the VP and Superintendent/President. Second level interviews are in person and expenses are paid for by the College. In extenuating circumstances, a candidate may be approved to do a second level interview over interactive television at the discretion of the Superintendent/President or designee.
- F. Selection and Hiring
- a. After the completion of all interviews, the final candidate will be selected.
 - i. The Superintendent/President will select the final candidate.
 - ii. If the determination is made that no qualified candidate was sourced, a failed search will be declared and the recruitment process will start again.
 - b. Once the employment and offer request is approved, the Human Resources department completes the offer and extends to the candidate.
 - iv. Upon acceptance, the Human Resources department schedules the state mandated TB test and fingerprinting.
 - v. After successful completion of the pre-hire activities the candidate is cleared to start.
 - vi. If a candidate is unable to successfully complete the pre-hire activities, the offer will be rescinded and another candidate selection will be made.

Adjunct Faculty Positions

- A. The recruiting process begins when a position request is processed by the Supervising Administrator in the applicant tracking system.
- a. The Vice President of Instruction, Vice President of Student Services or designee, completes the request and includes the updated job duties, minimum qualifications, and whether the format is face-to-face, online or distance learning as provided by the Division Chair or other appointed Academic Senate representative.
The request is routed for approval, in this order: Area Vice President, Executive Vice President of Administrative Services, Vice President of Human Resources and the Superintendent/President.
 - i. Once approved, the Human Resources representative creates the job announcement and sets the priority closing date. The announcement is posted internally and externally to ensure a broad and diverse candidate pool.
- B. Selection of Screening Committee- This action is triggered once a job is approved to post.
- a. The Division Chair, as Academic Senate representative, will provide the Academic Senate President with up to four committee recommendations. The Division Chair will select any additional regular faculty (minimum of one) to serve on the screening committee.
 - i. Academic Senate President will send up to four qualified members to the Superintendent/President, ranked in order of preference.
 - ii. If for some reason the priority list cannot be followed the Superintendent/President will confer with the Academic Senate President to seek agreement.
 - iii. Screening Committee initial meeting and interview dates will be selected immediately following the committee formation.
 - b. The Committee Chair will be the Supervising Administrator, unless otherwise designated by the Superintendent/President.
 - c. The EEO Coordinator will be assigned by the EEO Officer.
- C. Creating/Screening Minimum Qualifications
- a. The Division Chair or other Academic Senate designee will establish the minimum qualifications for the position, ensuring compliance with AP7211.
 - b. HR builds the minimum qualification standards into the applicant tracking system to allow candidates to self-identify if they meet minimum qualifications.
 - c. All candidates are reviewed by the Division Chair or Academic Senate designee to determine if minimum qualifications are met. Any candidate claiming to meet minimum qualifications through equivalency will be assumed to have equivalency for the first round of screening. Any candidate claiming equivalency who advances to interviews will be

reviewed to ensure equivalency is met, no later than prior to the second interview, per AP7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies.

- D. Disseminating Information to the Screening Committee- Once the Screening Committee is confirmed
 - a. A welcome email will be sent to all committee members including:
 - i. Roles and members of the committee
 - ii. EEO/Confidentiality Notification
 - iii. Explanation of the process
 - b. Access will be granted to the position in the applicant tracking system.
 - i. Committee member will be responsible to score each candidate for the assigned position.
 - c. Job Information
 - i. Job descriptions are housed in the applicant tracking system. All screening committee members will have access to review the related job description.
 - ii. Minimum and Desired Qualifications are built into the scorecard in the applicant tracking system and on the posted job description.
- E. Screening Committee Meeting
 - a. Application Review Process
 - i. Candidates will be ranked by their weighted average score in the applicant tracking system.
 - 1. Committee Chair is a non-voting member and will serve as the determining vote in the event of a tie.
 - ii. A maximum of 8 candidates, based upon the scoring above, will be invited to interview. No second level interview will be held, and no second group will be established. Applicant materials for applicants not offered an immediate position, but determined to be eligible for hire should an opportunity arise, will be retained as needed for a time period established by HR.
 - b. The Committee Chair will develop draft interview questions in consultation with the Division Chair as Academic Senate representative to send to the committee for review and edit. Interview questions are reviewed to meet equity requirement and finalized by the Human Resources Department
 - c. Applicant responses to questions will be scored on a 4-point scale as defined:
 - i. Unsatisfactory
 - ii. Satisfactory
 - iii. Good
 - iv. Excellent
 - d. Interviews may include both standard interview questions and a teaching demonstration and may be conducted in person or over interactive

television based on reasonable distance to the college. Selection of the final candidate will occur after this interview process has completed.

F. Selection and Hiring

- c. After the completion of all interviews, the final candidate will be selected.
 - i. The Vice President of Instruction, Vice President of Student Services will select the final candidate. A signed minimum qualification form must be on file prior to selecting the final candidate.
 1. If the determination is made that no qualified candidate was sourced, a failed search will be declared and the recruitment process will start again.
- d. Once the employment and offer request is approved, the Human Resources department completes the offer and extends to the candidate.
 - vii. Upon acceptance, the Human Resources department schedules the state mandated TB test and fingerprinting.
 - viii. After successful completion of the pre-hire activities the candidate is cleared to start.
 - ix. If a candidate is unable to successfully complete the pre-hire activities, the offer will be rescinded and another candidate selection will be made.