

# AP 7120 Recruitment and Hiring Procedure

Reference:

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

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

## **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. Consult with the Academic Senate President on identifying faculty duties, in comparison to duties of classified positions, confidential positions, and administrative/management positions when appropriate. 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 for their selected members.
  - b. Distribute position title and need to the CSEA President for their selected members.
  - c. The Committee Chair will be the Supervising Administrator, unless otherwise designated by the Superintendent/President.
  - d. 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 Screening Committee 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 interviews 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 based on criteria agreed upon by the Screening Committee prior to scoring candidates.
  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 2<sup>nd</sup> 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 Superintendent/President 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 from the current candidate pool, providing a suitable candidate exists.

### **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 approved by the Division Chair as the Academic Senate representative. The Division Chair approval shall be provided through the applicant tracking system.
  - b. The request is routed for approval, in this order: Area Division Chair, 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 posts 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.
    - ii. 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 as the Academic Senate designee will establish the minimum qualifications and desired qualifications for the position as part of the approval process in section A.a., 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 Screening Committee, as part of the initial meeting, to determine if minimum qualifications are met. Any candidate claiming to meet minimum qualifications through equivalency will be reviewed by the faculty screening committee as appointed by the Academic Senate to ensure equivalency is met prior to the 1<sup>st</sup> level 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 the Screening Committee during the initial meeting. The initial meeting will be held synchronously.
    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 15 candidates, decided upon by the Screening Committee based upon the scoring above, will be invited to the 1<sup>st</sup> level interview.
- b. The Committee Chair will develop draft interview questions and teaching demonstration prompt/counseling scenario in consultation with Division Chair as the Academic Senate representative to send to the committee for review and edit at least 1 week prior to the initial meeting.
  - i. The reviewed and edited teaching demonstration prompt/counseling scenario will be returned to the Human Resources Department at least 10 days prior to the 1<sup>st</sup> interview date.
  - ii. Interview questions and teaching demonstration prompt/counseling scenario are reviewed to meet equity requirement and finalized by the Human Resources Department.
- c. First level interviews will consist of interview questions and a teaching demonstration/counseling scenario. The mode of interview, video conferencing or in person will be the choice of the candidate.
- d. The Screening Committee will come to a consensus and up to 3 candidates will be forwarded to the Superintendent/President. If there are no suitable candidates, the Chair and Vice President of HR can call a failed search.
- e. A signed minimum qualifications form must be on file prior to Second level interviews for each interviewee.
- f. Reference checks of the candidates are performed by the hiring manager prior to the second level interviews.
- g. Second level interviews are 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 video conferencing 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.
  - 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 from the remainder of the candidates put forward by the Screening Committee provided there is one available.

### **Part-time/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 and minimum qualifications, as approved by the Division Chair as the Academic Senate representative. The Division Chair approval shall be provided through the applicant tracking system.
  - b. The request is routed for approval, in this order: Area Division Chair, 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 posts the job announcement and sets the priority closing date. The announcement is posted internally and/or 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.
    - ii. 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 as the Academic Senate designee will establish the minimum qualifications and desired qualifications for the position as part of the approval process in section A.a., 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 Screening Committee, as part of the initial meeting, to determine if minimum qualifications are met. Any candidate claiming to meet minimum qualifications through equivalency will be reviewed by the faculty screening committee as appointed by the Academic Senate to ensure equivalency is met prior to the 1<sup>st</sup> level 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 the Screening Committee during the initial meeting. The initial meeting will be held synchronously.
      - 1. Committee Chair is a non-voting member and will serve as the determining vote in the event of a tie.
    - ii. Candidates, decided upon by the Screening Committee based upon the scoring above, will be invited to the 1<sup>st</sup> level interview.
  - b. The Committee Chair will develop draft interview questions and teaching demonstration prompt/counseling scenario in consultation with Division Chair as the Academic Senate representative to send to the committee for review and edit at least 1 week prior to the initial meeting.
    - i. The reviewed and edited teaching demonstration prompt/counseling scenario will be returned to the Human Resources Department at least 10 days prior to the 1<sup>st</sup> interview date.
    - ii. Interview questions and teaching demonstration prompt/counseling scenario are reviewed to meet equity requirement and finalized by the Human Resources Department.
  - c. Interviews may include both standard interview questions and a teaching demonstration/counseling scenario and may be conducted in person or over video conferencing based on the choice of the candidate.
  - d. The Screening Committee selection of candidates to be placed in the adjunct pool will occur after this interview process has completed. Applicant materials for applicants not offered an immediate position but determined to be eligible for hire should an opportunity arise will be retained in a candidate pool maintained by Human Resources.

#### F. Selection and Hiring

- a. After the completion of all interviews, the final candidate and candidates to be placed in the adjunct pool will be selected.
  - i. A signed minimal qualifications form must be on file prior to selecting the final candidate
  - ii. The Superintendent/President will select the final candidate.
  - iii. 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.
  - 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 from the remainder of the candidates put forward by the Screening Committee.

### **Equal Opportunity Employment Plan**

The District's Equal Opportunity Employment plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The EEO Coordinator shall provide the Board with an annual report regarding the District's EEO Plan.