

## Chairperson User Guide

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**Purpose Statement:** There are four steps to the recruitment process: Committee Orientation, Committee Screening, Committee Tally, and Committee Interviews. This user guide will assist you step-by-step through the recruitment process to fill your contract Academic and Classified positions.

### **Timeline – EEO Rep Request Form**

This form will assist the HR Tech with soliciting for an EEO Rep to assign to the screening committee. The Orientation, Screening, Tally, and Interview dates will be included in the EEO Rep request that is emailed to all those that are EEO trained. The dates will also be added to the Employment Office Process calendar to ensure that all materials are sent to the Chairperson in a timely manner.

Chairperson's responsibilities:

1. Complete the entire form
2. Include two (2) screening committee members who do not directly report to the Screening Committee Chair or whose supervisor reports directly to the Screening Committee Chair

Committee Composition:

Management: [https://www.sdccd.edu/docs/District/procedures/Human%20Resources/4200\\_06.pdf](https://www.sdccd.edu/docs/District/procedures/Human%20Resources/4200_06.pdf)

Faculty: [https://www.sdccd.edu/docs/District/procedures/Human%20Resources/4200\\_01.pdf](https://www.sdccd.edu/docs/District/procedures/Human%20Resources/4200_01.pdf)

Employment Office's responsibilities:

1. Verifies EEO training is active
2. Solicits for an EEO Rep
3. Assigns EEO Rep
4. Adds committee dates to the Employment Office Processes calendar
5. Notifies the assigned EEO Rep and Chairperson when an EEO Rep is assigned

### **Screening Criteria, Interview Criteria, and Interview Questions (Q&C) Form**

This form will be used to prepare the screening and interview materials for the committee. Once the committee members have been added to the Q&C and the criteria and questions, the Q&C is routed to the College President or District Division Vice Chancellor for review/approval of the committee members. The Q&C is also routed to the Site Compliance Officer or District Office EEO Officer for review/approval of the criteria and questions.

### **Job Posting Closes. Employment Tech pre-screens applications for completeness.**

The Employment Office pre-screens Academic and Classified applications for completeness, based on the optional and/or required documents stated in the job posting under Special Instructions.

If you wish to review the applications for completeness, you may start your screening 5 days from the closing date. If you wish the HR Tech to review applications for completeness, you may start screening 10 days from the closing date.

### **Screening Committee Orientation**

All screening committees must attend the orientation meeting. During this meeting, the screening committee will sign the Confidential Statement, Screening Guidelines and listen to the assigned EEO Representative read their script. This meeting must take place prior to screening applications and all committee members must be in attendance.

Once the Confidential Statement has been signed by the screening committee, the Screening Chair is responsible for scanning and emailing the form to the Employment Tech. Please note, the signed Confidential Statement can include all committee members on one form or one form per committee member.

### **STRAIGHT-TO-INTERVIEW (if applicable)**

Your assigned HR Tech may advise you on going straight to the interview process if only a few applicants apply. Very few of our positions receive less than a dozen applications, which may warrant a straight to interview. If the committee decides to go straight to the interview process, your HR Tech will email you the Interview Selection Summary. If the committee decides to screen all applications, please go to the “**Committee Screening**” section of this user guide.

#### **For Non-Faculty Positions:**

1. Email the Interview Selection Summary (ISS) to PCTS EEO & Diversity Office at [sdccdlegal-eeo@sdccd.edu](mailto:sdccdlegal-eeo@sdccd.edu). You may also deliver the ISS in person to the District Office, Suite 385, to complete the Adverse Impact Analysis.
2. The completed AIA and ISS are emailed to the appropriate President, Vice Chancellor, or Chancellor for review/approval. These forms may need to be hand carried from District to Campus if the interview date is less than 2 weeks away.
3. Emailed interview invitations can only be sent once the AIA and ISS has been returned to Employment Office and signed by the appropriate President, Vice Chancellor, or Chancellor.

#### **For Faculty Positions:**

1. Email the Interview Selection Summary (ISS) to the Employment Tech. You may also deliver the ISS in person to the District Office, Suite 330.
2. Employment Tech will email the Interview Selection Summary (ISS) to PCTS EEO & Diversity Office at [sdccdlegal-eeo@sdccd.edu](mailto:sdccdlegal-eeo@sdccd.edu).
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## Committee Screening

The screening process is completely online. The committee will review the applications online and rate the applications on an Excel rating sheet.

As the Committee Screening Chairperson, you will receive the Screening email with the following attachments:

- How to View Apps
- DSPS Brochure
- Chairperson User Guide
- Interview Selection Summary
- Post-Screen Checklist
- Screening spreadsheet
- Confidential Statement
- Screening Guidelines

Chairperson's responsibilities:

1. Share the screening email with your committee, including the EEO Rep
2. Serve as the liaison between the committee and your assigned Employment Tech
3. Review, sign, and email Confidential Statement to the Employment Tech
4. Screen all applications and add scores to the screening spreadsheet
5. Collect completed screening spreadsheets from each committee member
  - a. Verify the scores only include 0, 1, 3, or 4
  - b. Verify all criteria has been scored for all applicants
6. Prepare to present the Tally of all scores at the Committee Tally meeting
  - a. Optional: Assign a committee member to tally the scores
  - b. Reserving a room with internet access is recommended, in order to share the tally of scores to the entire committee

Committee's responsibilities:

1. Each committee member will have their own worksheet to add their scores



2. Review, sign, and email Confidential Statement to the Chairperson
3. Screen all applications and add scores to the screening spreadsheet
4. Send completed screening spreadsheet to the Chairperson

## Committee Tally Meeting

The object of the tally meeting is to discuss any discrepancies in the scores and/or identify candidates that will move forward to be interviewed. At the end of the tally meeting, please email the completed screening spreadsheet to the Employment Tech.

## Completing the Interview Selection Summary

This form is used to prepare the interview invitations. It is very important that this form is correct and complete.

Legal Services-EEO will prepare the demographic report ("Adverse Impact Analysis"), which must accompany this form when sent to the College President, District Division Vice Chancellor, or Chancellor for

review/approval. The signed ISS and AIA forms must be received by the Employment Tech PRIOR to sending interview invitations to the selected candidates. The signed forms may be delivered in person or emailed. Please allow time for applicants to be notified and make travel arrangements (if applicable). The preferred minimum is 2 weeks; however, 3 weeks is ideal for out of town candidates to attend an in-person interview.

**Chairperson's responsibilities:**

1. Add location to where you would like the candidates to report to prior to their interview
  - a. Include Building and Room number
2. Add Zoom links for the pre-interview room and the interview room
  - a. Please be sure to add a Waiting Room when creating the Zoom meetings
3. Indicate whether the candidates will be reviewing questions ahead of time, completing a written or computer exercise, or preparing a presentation/demonstration in advance
  - a. Include what equipment will be available and if handouts will be accepted in the "Special Instructions to be included in the interview invitation" section of the ISS
  - b. On the interview date, please ensure the computer is set up and ready to go prior to the arrival of the first candidate
4. List applicant names in alpha order (last name, first name)
5. Follow the next steps according to the position type

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### Committee Interview

The interview process can be done over Zoom, in-person, or hybrid (if applicable to accommodate persons with disabilities).

As the Committee Screening Chairperson, you will receive the Interview email with the following attachments:

- Cover Sheet
- Interview Schedule
- Interview Rating Guidelines
- Q&C Form
- Interview Rating form for each candidate
- Compilation
- Employment Recommendation form
- PAS Sheet

The interview email also includes the following for the person managing the pre-interview portion of the interview process:

- Interview Schedule, including many minutes prior to the candidate is allowed to review the interview questions
- Copy of the Job Posting and Classification Description (if applicable)
- Interview Questions

Chairperson's responsibilities:

1. Share the interview email with your committee, including the EEO Rep
2. Serve as the liaison between the committee and your assigned Employment Tech
3. Review, sign, and email Interview Rating Guidelines to the Employment Tech
4. If the candidate will be using a computer during the pre-interview portion of the interview, please ensure the computer is set up and ready to go prior to the arrival of the first candidate
5. Score each candidate solely on their responses to the interview questions, as well as, any pre-interview exercise or presentation
6. Collect completed interview packet from each committee member
  - a. Verify the scores only include 0, 1, 3, or 4
  - b. Verify all criteria has been scored for all applicants
7. Prepare to present the Tally of all scores at the conclusion of interviews
  - a. Optional: Assign a committee member to tally the scores
  - b. Reserving a room with internet access is recommended, in order to share the tally of scores to the entire committee
8. Collect the interview schedule from the person managing the pre-interview room

Committee's responsibilities:

1. Each committee member will have their own worksheet to add their scores



2. Review, sign, and email Interview Rating Guidelines to the Chairperson
3. Score each candidate solely on their responses to the interview questions, as well as, any pre-interview exercise or presentation
4. Send completed interview packet to the Chairperson

## **Second Level (Finalist) Interview**

The second level or finalist interviews are coordinated by the Screening Committee Chairperson or someone you appoint. The Employment Tech does not participate in this stage of the recruitment process.

## **References**

People, Culture, and Technology Services (HR) highly recommend that references are checked after the second level or finalist interviews have been conducted. The Employment Tech can provide you with the Candidate Reference Check form.

## **Selection and Job Offer**

The following documents are required to submit to Employment Office when a selection has been made for a position.

Academic and Management Positions:

1. Contract PAS Sheet (prepared by the Business Office or Division Executive Assistant)
2. Employee Recommendation Form
3. Physical Demands Form
4. Complete job application, including attachments
5. Selection memo from College President/District Division Vice Chancellor to the Chancellor
6. Interview documents, including all notes that may have been taken during the interviews
7. Deliver to the Chancellor's Office
  - a. Chancellor's office will deliver the selection to the Employment Tech

Non-Academic and Non-Management Positions:

1. Contract PAS Sheet (prepared by the Business Office or Division Executive Assistant)
2. Employee Recommendation Form
3. Physical Demands Form
4. Complete job application, including attachments
5. Interview documents, including all notes that may have been taken during the interviews
6. Deliver to the Employment Tech

## **What happens next?**

Employment Office's responsibilities:

1. Requests salary workup from Compensation
2. Makes the conditional job offer, including the initial and proposed salary placement
3. Schedules pre-employment physical (POA and Dispatchers only)
4. Sends the Screening Committee Chairperson the "Good News" email
5. Completes the Onboarding process

If the applicant declines the conditional job offer, the position may be re-advertised or another candidate may be selected. The second candidate selected must be above the interview cutoff score.