

Hiring Process Guidelines

1. Contact Employment to initiate recruitment to fill a vacant position(s)
 - a. The HR Technician will provide you with the necessary information for a successful recruitment and will guide you throughout the process
2. Contact the Campus Business Office or Division Administrative Assistant to prepare the posting in PeopleAdmin
 - a. This includes Desired Qualifications, Supplemental Questions, and Tentative Timeline for the actual job posting
3. The HR Technician reviews the job posting and contacts the Screening Chair or Hiring Manager for clarification and/or missing information
4. Establish your dates so that those who volunteer to serve on the committee know the level of commitment required. Submit Timeline-EEO Rep Request form to Employment once orientation/screening/interview dates have been confirmed
 - a. Posting date
 - b. Closing date
 - c. Orientation meeting
 - d. Screening dates (typically at least one week)
 - e. First interview date(s) and modality
 - f. Second interview date(s) – these are scheduled by the hiring manager
5. Once the posting is reviewed/finalized by Employment, it is posted within 5 business days
 - a. External recruitments are generally 2-3 weeks
 - b. Entry-level positions are generally 2 weeks
 - c. Management and executive management positions are generally 3-4 weeks
6. The Questions & Criteria (Q&C) form must be submitted to Employment before any applications can be screened
 - a. Q&C must contain all exercises (computer, writing, teaching, etc.) that will be conducted as part of the interview process
 - b. College President or Division Vice Chancellor approves the committee
 - c. Site Compliance Officer approves the questions and criteria
7. Employment will assign an EEO Rep to the committee using the dates from the Timeline-EEO Rep Request form
 - a. The 10 days stated on the Q&C Form is so that Employment has enough time to prepare the materials for your committee and for an EEO Rep to be assigned
 - b. All screening committee members, including those conducting the final interview, must have completed the EEO & Diversity Training within the past three years to comply to serve on a committee
 - c. Please include two committee members who do not directly report to the Screening Chair. In the event no employee volunteers to serve as the EEO Representative, Employment will need to select someone from the screening committee to serve in that role
8. Screening Process (online)
 - a. Screening materials are emailed to the Chairperson
 - b. Committee conducts an orientation with all committee members to review criteria
 - c. The EEO Rep will read the EEO Rep script at this meeting
 - d. Committee screens applications online

- i. Guest User ID and password to log in are provided by the Chairperson
 - ii. Alternatively, the Chairperson can save the applications as one large PDF for the committee member to scroll through as they are reviewing applications and materials
- e. Scores are entered into a spreadsheet; the committee meets to review scores and determine a cutoff score
- 9. Interview Selection Summary (ISS)
 - a. Forward ISS to Employment
 - b. The Adverse Impact Analysis (AIA) is prepared and forwarded to the President/Vice Chancellor along with the ISS for approval
- 10. Once the ISS and AIA are received in Employment, the Interview Invitations are emailed to selected candidates and non-select notices are sent to the candidates not selected to interview
 - a. Allow 2-3 weeks for candidates to make arrangements to attend the interview
 - b. Shorter timelines are allowed if the interview is to be conducted via Zoom or if the job posting includes a Tentative Timeline
- 11. Interviews are conducted
 - a. Interview materials are prepared and emailed to the Chairperson
 - b. Interviews can be conducted in person or Zoom or in a hybrid format to ensure all candidates are treated equally
 - c. Second interviews are highly recommended by Employment. These are coordinated by the Chairperson
- 12. Selection paperwork is submitted to Employment including all notes, from all committee members
 - a. Scanned copies are allowed; originals must be shredded
- 13. Employment works with Compensation to determine proper salary placement per experience, education, and CBA/handbook rules
 - a. Only management positions are allowed to negotiate salary at this time. Be prepared to justify a higher salary placement, should you warrant that the candidate is worth it.
 - b. Higher salary placements require Chancellor's approval.
- 14. Once the offer is approved by the Employment Supervisor, the HR Technician extends the offer to the candidate
 - a. A candidate is given 24 hours to respond to an offer.
 - b. If more time is requested, the Chairperson is notified and a decision is made.
- 15. If accepted, the onboarding appointment is coordinated with the candidate (skip step 17) 1
- 16. If declined, the chairperson is notified and Steps 12-14 are repeated
- 17. Chairperson is notified when an offer is accepted
- 18. Onboarding is completed
- 19. When a start date is established, the Chairperson will be notified
 - a. The Chairperson can request a person to begin on a certain date, but it is not guaranteed
 - b. A new hire cannot begin any assignment without completing the onboarding process and being cleared to start by Employment
- 20. Once a start date is established, non-select letters are sent to candidates who were interviewed but not selected for the position(s).
 - a. Candidates not selected will be notified only after the new hire has been cleared to start work.