



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

People, Culture, and Technology Services, Employment Office HIRING PROCESS GUIDELINES

1. Contact Employment to initiate a 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 (including Desired Qualifications and Supplemental Questions)
3. The HR Technician reviews posting and emails/calls Screening Chair or Hiring Manager for clarification and/or missing information
4. Once the posting is reviewed/finalized by Employment, it is posted within 5 business days
 - a. External recruitments are 3 weeks (10 days for entry-level Classified positions).
5. The Questions & Criteria (Q&C) form must be submitted to Employment before orientation/screening and/or interview dates are scheduled
 - a. Can be submitted at any time - does not have to be submitted before position is posted for recruitment
 - b. Q&C must contain all exercises (computer, writing, practical, etc.) that will be conducted as part of the interview process
 - c. Pre-employment exams and tests must be part of the submitted Q&C
 - d. President/Vice Chancellor approves committee; Site Compliance Officer approves questions and criteria
6. Screening and/or Interview dates are established
7. Submit Timeline-EEO Rep Request form to Employment once orientation/screening/interview dates have been confirmed
8. 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 we have 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 be in compliance 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
9. 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 – Guest User ID and password to log in are provided by the Chairperson
 - e. Scores are entered into a spreadsheet; committee meets to review scores and tally

10. Interview Selection Summary (ISS)
 - a. Faculty recruitments, forward ISS to Employment
 - b. Non-Faculty recruitments, forward ISS to District Office Legal Services & EEO (email: sdccdlegalservices-eeo@sdccd.edu)
 - c. The Adverse Impact Analysis (AIA) is prepared and forwarded to the President/Vice Chancellor along with the ISS for approval
11. 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
12. Interviews are conducted
 - a. Interview materials are prepared and either picked up by the Chairperson or emailed to the Chairperson
 - b. Interviews can be conducted in person or Zoom or a hybrid format to ensure all candidates are treated equally
 - c. Second interviews are highly recommended by Employment
 - i. Coordinated by Chairperson
13. Selection paperwork is submitted to Employment including all notes from the interview process
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
 - i. If more time is requested, the Chairperson is notified and a decision is made
15. If accepted, the onboarding is coordinated with the candidate (skip step 17)
16. If declined, the chairperson is notified and Steps 13-15 are repeated
17. Chairperson is notified when 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
 - i. Note: A new hire cannot begin any assignment without completing the onboarding process
20. Once a start date is established, non-select letters are sent to candidates that were interviewed but not selected for the position(s)
 - a. Candidates are not notified until the new hire is cleared to start