



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Human Resources Employment

## **HIRING PROCESS GUIDELINES**

(619) 388-6579

FAX (619) 388-6897

[jobs@sdccd.edu](mailto:jobs@sdccd.edu)

1. Contact HR-Employment to advise of pending posting
  - a. The HR Technician will provide you with the necessary information for a successful recruitment
2. Prepare a 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 HR-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 HR-Employment before 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. HR-Employment will assign an EEO Rep to the committee
  - a. HR-Employment coordinates the request for an EEO Rep and assigns one to the committee.
  - b. 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.
  - c. All screening committee members, including those conducting the final interview, must have completed the EEO & Screening Committee Training within the past three years to be eligible to conduct interviews.
  - d. 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, HR 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, including log in information
  - b. Committee conducts an orientation with all committee members to review criteria
    - i. The EEO Rep should read the script at this meeting
  - c. Committee screens applications online – Guest User ID and password to log in are provided by the Chair
  - d. Scores are entered into a spreadsheet; committee meets to review scores and tally

9. Interview Selection Summary (ISS)
  - a. Faculty recruitments, forward ISS to HR-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
10. Once the ISS and AIA are received in HR-Employment, the Interview Invitations are emailed to selected candidates
  - a. Allow 2-3 weeks for candidates to schedule their interview appointment
11. Interviews are conducted
  - a. Interview materials are prepared and either picked up by the Chairperson or emailed to the Chairperson
  - b. Second interviews are highly recommended by HR-Employment
    - i. Coordinated by Chairperson
12. Selection paperwork is submitted to HR-Employment with all notes from interviews and reference checks
13. Once the offer is approved by the Acting 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
14. If accepted, the onboarding is coordinated with the candidate (skip step 16)
15. If declined, the chairperson is notified and Steps 12-14 are repeated
16. Chairperson is notified when offer is accepted
17. Onboarding is completed
18. 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 an onboarding appointment to meet with several departments in HR
19. Once a start date is established, non-select letters are sent to candidates that were interviewed
  - a. Candidates are not notified until the new hire is cleared to start