

# Human Resources Frequently Asked Questions

## Things You Should Know About Our Interview Process

A Search Committee, made up of 3 more people, has assembled to review all of the application materials received for this position. Committee members are either “subject matter experts,” or manage or supervise the position being filled, or have some significant reporting relationship or interaction with the position being filled.

A review of the application materials usually occurs within 4 weeks after the filing deadline.

There are at least two (sometimes three) steps in the selection process. Each step is separate, and a score is given at the conclusion of each step. The scores from each step are not combined into a “grand total” score; rather **scores at each step only determine which candidates will advance to the next step.**

### **Step 1: Application Review.**

Your application was rated based on the criteria that were listed on the posting, and also measured against the qualifications of the other applicants. Based on your score from the application review, you have been selected for an interview.

### **Step 2: Interview with Search Committee.**

The same committee members who review the applications are present for the interview.

A set of interview questions has been developed and exactly the same questions will be asked of each candidate during the interview. It is a very structured process and there will be little or no opportunity to engage in a dialogue with the members of the Search Committee. The Search Committee will not accept materials at the time of the interview unless otherwise stated. Please read the interview invitation carefully for instructions on materials or presentations that you should prepare.

During the interview, please answer the questions thoroughly yet concisely since there is a limited amount of time for each candidate to complete the interview. Feel free to mention information about your background and experience that you covered in your application.

Only the information you present **in the interview** is considered in your interview score, so it is not redundant to summarize information that was in your application. It is recommended that you speak about **your** experience and accomplishments rather than those of the department or college where you were or are employed. Quantify your responses in terms of numbers of staff, specific courses, years of experience, recency of experience, amount of budget and any other details that may help the committee positively rate your qualifications.

Finalists may be contacted by a member of the search committee and invited to a subsequent interview or interviews to meet with the department manager or the college president and one or two additional staff members. This process will be more informal and much less structured than the first interview. At this stage the finalists will have a chance to ask questions.

All candidates who are not selected will receive an email. If this happens, please do not be discouraged about applying for other positions at our district. Each pool of applicants is different, as is each position. While you may not be selected for this position you may be a perfect match for another one.

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