

RECRUITMENT COMMITTEE CHAIR CHECKLIST (For Regular Classified and Management Recruitments)

Once approval to hire for position is received by your Component and the President, complete the following steps:

1. Work with Supervising Administrator to submit a completed Personnel Requisition form to Human Resources
 - Include appropriate budget code(s), your signature, and other information as requested on form
2. Creation/approval of job announcement
 - Begin to draft language for job announcement and share ideas with your Area Administrator/Dean about the needs of the program, strategies for recruiting and hiring and sources for advertising; e-mail drafted language to Human Resources
 - Once the Requisition is signed off, Human Resources will send you a final draft of the job announcement to advertise the position; route final draft (by e-mail) for approval by your Area Administrator/Dean, VP, District Compliance Officer and Assistant Human Resources Director
 - For Classified recruitments, the position will be posted internally for one week before opening to the recruitment to the public
3. Actively "spread the word" for your recruitment
 - Work with Human Resources to establish targeted and prioritized advertising sources to be requested for and paid by the department (the position will be open for a minimum of 6 weeks for Management positions and 3 weeks for Classified positions); see page 2 of *Committee Chair Responsibilities* document for detailed listing of standard advertising
 - Take advantage of the advertising period by recruiting potential candidates within the field and/or taking recruitment materials to professional conferences
4. Finalize committee membership
 - Once the position is "open" for advertising, you should start establishing the committee; guidelines for committee membership are at <http://www.santarosa.edu/polman/4person/index.html> (it is recommended that you encourage members from other departments to participate); please note that the District Compliance Officer (or designee) serves as a non-voting monitor on all Regular Management recruitments and will need to be consulted at each phase of the process
5. Plan timelines for the recruitment
 - Dates will need to be coordinated with Human Resources, committee members and District Compliance Officer for orientation/first committee meeting, finalization of screening criteria, screening of applications, selection of candidates for interview and interviews. Chairs should consult with their committee for possible dates prior to contacting Human Resources and your Vice President should be invited to this first committee meeting to share ideas about needs of the program
6. Screening of applications
 - Chair is responsible for the distribution of applications to ensure that each committee member completes their screening by the committee's established deadlines, while maintaining security of the applications and confidentiality of the process
7. Meet to select interview candidates and begin discussion of interview questions
 - Compile ratings from each committee member prior to meeting (if applicable); ensure that all paperwork has been filled out completely and that interview details have been confirmed with Human Resources
8. Return *all* materials to Human Resources prior to scheduling of interviews
 - See page 3 of *Committee Chair Responsibilities* document for detailed listing of materials that need to be returned
 - If desired, applications for candidates invited for interviews can be kept by Chair until after committee interviews are completed
9. Equivalency approval (if applicable, for Management recruitments)
 - If any candidates selected for interview are equivalency candidates, equivalency approval (by Area Administrator, Component Administrator, Human Resources Director and the President) must be received prior to interviews. Chair is responsible for working with Human Resources on this process
10. Finalize interview questions
 - Send copy of finalized questions (by e-mail) to Human Resources and District Compliance Officer for review at least two days prior to interviews
11. Arrange for logistics of interviews
 - Bring copies of questions for committee members and candidates and bring water for candidates
 - Schedule and arrange for delivery and setup of any audio-visual equipment required for interview (or hold interviews in a room that already has this equipment)
 - Make arrangements for someone to escort the candidates from the Button Building to the interview location (or notify Human Resources if you would prefer to have candidates report directly to the interview location)
 - If interviews are taking place in the Button Building or Pedroncelli Center, Human Resources can make arrangements for equipment and escorting
12. Pick up interview packet from Human Resources
 - Interview packet (forms, schedule and applications) will need to be picked up in Human Resources prior to the interviews (Human Resources will notify Committee Chair once materials are ready)
13. Return all completed materials to Human Resources
 - See page 3 of *Committee Chair Responsibilities* document for detailed listing of materials that need to be returned
 - Verify that each committee member has filled out their Interview Record Sheets completely and signed each form; complete Recommendation Form for selected finalists
14. Schedule a time to meet with the Area Administrator/Dean who will conduct the second interview to discuss strengths/weaknesses of finalists to decide who to recommend for the position and/or forward for a final interview with the President.
 - See page 3 of *Committee Chair Responsibilities* document for detailed listing of materials that need to be returned
15. Once job offer has been confirmed with candidate by Human Resources, inform committee members (and adjunct faculty who applied and were not selected, if applicable)