

RECRUITING & HIRING RESPONSIBILITIES FOR DEPARTMENT/COMMITTEE CHAIRS

Recruiting Procedures

1. Initiating the Recruiting Process: Personnel Requisition

For Classified/ Management: If a new position is created or an existing position becomes vacant, the department administrator shall create a NEOGOV Requisition for the desired position and send for approvals. Cabinet and Board approvals (for new positions) are required to open the recruitment.

For Regular Faculty (Does not apply for Adjunct Pools): Once the Faculty Staffing Committee, Academic Senate, and College Administrators approve the position; the component administrator for the desired position shall generate a NEOGOV Requisition and send for approvals.

2. Updating the job announcement

Human Resources will initiate a draft job announcement via email for review. Once reviewed, send all edits to Human Resources. Human Resources will send you a final draft of the job announcement. Route the final draft (by e-mail) for approvals:

- i. Faculty, Classified, and Management Announcements- Route via Supervising Administrator (if applicable) to Dean and then to Vice President.
- ii. All job announcements require approval prior to posting the position/pool.

Additional Classified information:

- a. Classified positions can open via intra-departmental transfers (SEIU Side Letter expires June 30, 2021) or the Interdepartmental Transfer/Promotion Process for a minimum of 5 working days.
- b. If there are candidates who apply and meet the minimum qualifications for the position, they will need to be interviewed by a classified interview committee per board policy.
- c. If no candidates apply, the position will be redirected to cabinet.

Adjunct Information:

Human Resources will send a draft job announcement once a year for the department's review. Once reviewed, send all edits to Human Resources. Human Resources will send you a final draft of the job announcement. Department Chair routes the final draft (by e-mail) for approvals to the dean.

- a. The job posting will then be updated and interested candidates will need to reapply.

3. Advertising

- a. Faculty and Management positions are advertised for a minimum of six weeks and classified positions are advertised for a minimum of three weeks. Adjunct faculty pools are advertised on our regular recruitment sites and remain open all year round.
- b. Work with Human Resources to establish targeted and prioritized advertising sources. Human Resources will pay up to \$400 dollars per year, per department; any additional cost will be covered by the department.
- c. Job announcements will be posted to the SRJC Human Resources website. Announcement emails

will be sent to candidates who have elected to receive interest notifications from our website.

d. Management openings are posted on the ACCCA (Association of Community College Administrators) website and the Chronicle of Higher Education. All openings are also posted on the California Community College Registry's website. Announcements are sent to interested applicants who have requested to be informed of the position through the CCC Registry.

4. Establishing a screening/interview committee

a. Once the position/pool is approved, begin working on establishing the committee.

Classified:

Non-Academic Position

Requires a minimum of three members, with at least two members being classified employees. An administrator or designated administrator must serve as the committee chair.

Academic Position

Requires a minimum of 4 members including the supervising administrator, department chair or designee(s), one of whom to serve as Committee Chair, and two classified members.

- Classified representatives need approval by the SEIU President and Classified Senate President prior to appointment.
- Committee Chair is responsible for requesting approval by SEIU/ Classified Senate and should get approval in advance from the employee's supervisor, if applicable.

Adjunct: Adjunct committees require a minimum of three members, including at least two full-time faculty members and one administrator (Academic Affairs or Student Services administrator).

Faculty: Faculty committees require a minimum of five members, including four full time faculty and an administrator. (Department Chair participation is optional).

Management: The Superintendent/President organizes management committees. Academic Senate appoints faculty member(s), SEIU appoints a classified member, Associated Students appoints a student member, and the President appoints administrator(s) and invites Board representatives.

b. Regular Faculty and Management Committees will be assigned a monitor. The monitor is appointed and assigned by Human Resources

5. Hiring orientation

a. All committee members must participate in a hiring orientation (at least once every 12 months) with a representative from Human Resources to review committee responsibilities, screening and interviewing procedures and the District's EEO guidelines.

b. Committee Chair will need to coordinate this meeting with Human Resources and the committee members.

6. Planning timeline for the recruitment

- a. For classified, management, and faculty positions, Human Resources will initiate a tentative timeline for your recruitment.
- b. If possible, the committee should meet prior to the closing date to establish screening criteria

and make timeline adjustments. Once finalized, the committee will send the screening criteria to Human Resources.

7. Application screening/selecting candidates for interview

- a. Prior to the closing date, the committee will need to discuss and agree on screening criteria. The criteria must be based on the job announcement. The criteria will need to be approved by Human Resources prior to the committee beginning the screening process.
- b. After the closing date, the committee will receive all hiring materials including the approved screening criteria (if applicable) and access to applications.
- c. Once screening is complete, the committee will need to compile all committee members' ratings prior to meeting (if applicable), and come to a consensus on the selection of candidates to interview. The committee will also need to discuss and plan interview logistics.
- d. If you are not selecting internal applicants in your department, the administrative chair is responsible for notifying those applicants.
- e. All recruitment materials must be returned to Human Resources before candidates are contacted for interview.
- f. The administrative chair is responsible for scheduling tentative semi-finalist/finalist interview dates with their Vice President.

8. Equivalency Approval (if applicable)

If any candidates selected for interview are equivalency candidates, equivalency approval (by Equivalency Committee and the President) must be received prior to interviews. Chair is responsible for working with Human Resources on this process. Not applicable for classified positions.

9. Finalize Interview Logistics

- a. The committee should collectively come up with questions to ask the candidates. Send the final questions (by e-mail) to Human Resources for review at least five days prior to interviews. Note: A diversity question must be included in the questions asked to the candidates.
- b. If electing to have a skills test/writing assignment or an additional pre-interview exercise(s), the committee will need to send those documents to Human Resources for review as well.

10. Interviews

- a. Committee should plan on meeting prior to the first interview to discuss the interview plan. (I.e. who will be asking which questions, what type of introduction should be given, how you will come to agreement on the finalists, etc.).
- b. Committee Chair should bring copies of interviews questions for committee members and candidates on day of interview.
- c. If interviews are being held via zoom, Human Resources will coordinate and send the link to the committee members and candidates.
- d. If interviews are being held on campus, make arrangements for someone to escort the candidates from the reporting location to the interview location (or notify Human Resources if you would prefer to have candidates report directly to the interview location)
- e. If interviews are taking place in the Bussman Building Human Resources can arrange for equipment and escorting.
- f. For faculty recruitments: Prior to the interviews, notify Vice President of interview schedule so they can plan to join the committee after the interviews to discuss those being moved forward as

semi-finalists.

11. **After Interviews**

- a. Meet to discuss top candidates that will move forward to semifinalist/finalist interviews step (not applicable for adjunct recruitments).
- b. Return all completed interview materials to Human Resources. Verify that each committee member has filled out their Interview Record Sheets completely and signed each form; complete Recommendation Form for selected finalists.
- c. Human Resources will contact candidates who are or are not selected to move forward in the hiring process. The Administrative Chair is responsible for notifying internal applicants in their department, who are not selected to move forward.

12. **Reference Checks**

- a. Once a top candidate is selected, the Administrative Chair will conduct reference checks on the selected candidate(s). At least two positive reference checks are required before an offer can be made.
- b. Human Resources may assist with reference checks if the committee chooses.
- c. Reference checks should be completed after the committee interview and before the semi-finalist/finalist interview for classified, management, and faculty.

13. **Job Offer**

- a. Once the final recommendation has been forwarded to Human Resources, salary placement is completed and the candidate is offered the position (faculty, management, classified only)
 - If the candidate accepts, Human Resources will notify the Committee and the candidate may contact the supervising administrator/dept. chair to establish a start date and get information regarding their upcoming assignment.
 - The new Employee must complete the pre-employment physical (if applicable), all employment paperwork, and have their fingerprint clearance before their start date.

Adjunct Faculty:

- Candidates selected to be added to the pool are sent a notification from Human Resources informing them of the committee's decision.
- If being assigned a class the new adjunct employee will need to complete employment paperwork. Adjunct Employees must complete all required paperwork and Human Resources must receive their fingerprint clearance before beginning their assignment.

More information on Adjunct Pools/Hiring

1. **Adding someone to your pool**

- If a department has a need for instructors, contact Human Resources to see if any applications are on file.
- If applications are on file, you will need to follow the regular screening and interviewing process noted above. A candidate who applied cannot be arbitrarily selected.
- All applicants selected for interview and/or added to the pool must meet the stated minimum qualifications and/or be granted equivalency through the equivalency process prior to being interviewed and assigned a class.

2. **Emergency Hires**

- If your department has an emergency hire situation (when there is not enough time for a recruitment/there are no adjuncts to pull from the inactive pool) you will first need to notify Human Resources of the situation and then request approval by the Dean and the Academic Senate President.
 - Emergency hires are required to meet the minimum qualifications (or the equivalent). This should be verified by the department chair/dean prior to submitting the emergency request.
 - If the emergency hire does not meet the minimum qualifications but submitted equivalency materials, approval through the equivalency process must occur before Human Resources can assign the emergency hire paperwork.
- NOTE: If the employee is to be used beyond the emergency hire assignment, he/she must be either:
 1. Evaluated within the first semester of employment; or
 2. Interviewed AND re-PAF'd with no duration date before receiving another assignment in your department.Most emergency hire situations can be avoided by planning ahead (starting the interview process earlier in the semester so you have candidates available when needed).

3. **First Time Assigning an Adjunct to a Class**

- Human Resources should be notified in advance when an adjunct faculty who has never received an assignment has been made “active” by being assigned to teach a class.
 - Adjunct faculty who were interviewed and added to the pool but have never received an assignment will remain in the pool for up to four years. If they are not given an assignment within the four-year period, they will need to reapply and be interviewed again.
- Failure to notify Human Resources of an adjunct being given an assignment for the first time can delay an employee’s first pay check, cause a delay in starting the assignment on time, and they may not be considered for all retirement options (due to time limits imposed by the retirement plans).