



Reference: *Education Code Sections 87100 et seq., 87400, and 88003;*
ACCJC Accreditation Standard III.A.1;
CSEA Bargaining Unit Agreement;
CTA/NEA Bargaining Unit Agreement

Recruitment Outreach

All vacancies may be advertised via Internet, various news publications, and other print, digital, and social media as needed. The District website is a main source for Internet postings.

Continuous Recruitments

Continuous recruitment will occur for adjunct faculty and certain classified, hard-to-fill positions. Applications for adjunct faculty will be accepted throughout the academic year. Applications for these positions will be held for six months, creating a relevant applicant pool. After the six month period, applications that have not been used will be archived.

Length of Recruitments

A minimum 15-day recruitment period is established for all positions unless otherwise extended.

Employment Application

As a general rule, applicants are required to submit a district employment application, a resume, and an optional EEO (Equal Employment Opportunity) Form. Unofficial transcripts and supplemental questionnaires may be required by the hiring manager, depending on the minimum qualifications of the position.

Examinations and Questionnaires

Pre-employment testing, if any, is conducted and monitored by the Human Resources Department.

Composition of the Selection Committee

The District's EEO Officer reviews and approves the composition of all selection committees. If, after all appointments are made, the EEO Officer determines that the committee composition does not support the District's goals of equal opportunity and diversity, the EEO Officer may recommend that the Chancellor appoint up to three (3) additional people to serve on the committee to meet those goals of equity and diversity.

All members of the selection committee shall have received orientation and/or training in the equal opportunity goals and procedures of the District.

- Academic Employees

The selection committee shall consist of:

- Two (2) faculty with at least one (1) from the discipline in which the vacancy occurs if possible
- One (1) administrator appointed by the College President
- EEO Representative who will monitor the process and serve as a non-voting member
- One (1) student, when available, as appointed by the appropriate Dean/administrator may serve as a non-voting member

All faculty appointments to the selection committee shall be made by the Academic Senate President in a timely manner. The administration will select faculty members to serve on the committee if the Academic Senate President is unable to respond in a timely manner.

- Classified Employees

The selection committee shall consist of:

- Hiring manager or supervisor
- Two (2) CSEA representatives
- Dean of the manager's department (when appropriate)
- EEO representative who will monitor the process and serve as a non-voting member

- Confidential Employees

The selection committee shall consist of:

- Hiring manager or supervisor
- Two (2) CSEA representatives
- Dean of the Manager's department (when appropriate)
- EEO representative who will monitor the process and serve as a non-voting member

- Classified Management Employees

The selection committee shall consist of:

- Hiring manager or supervisor
- Two (2) CSEA representatives
- Dean of the Manager's department (when appropriate)
- EEO representative who will monitor the process and serve as a non-voting member

- Educational Administrators

The selection committee shall consist of:

- Two (2) administrators, at least one (1) of whom shall be below the level of Dean;
- Two (2) classified employees
- Two (2) faculty/non-instructional faculty as Academic Senate representatives and
- EEO representative who will monitor the process and serve as a non-voting member

All faculty/non-instructional faculty appointments to the selection committee shall be made by the Academic Senate. The classified employee appointment to the selection committee shall be made by the Chancellor or designee.

Minimum Qualifications Review

After the filing deadline, the Director of Human Resources or designee reviews all applications and forwards to the selection committee for interviews only those candidates who meet the minimum qualifications for the position. Depending on the applicant pool, the selection committee may screen all applications.

Tasks of the Selection Committee

Selection committees create screening forms, rating scales, and interview questions to use during the paper screening process and actual interviews.

Responsibilities of the Selection Committee

The selection committee selects a chairperson to guide the committee in all its endeavors; reviews the job description, minimum qualifications, and desirable qualifications; and establishes timelines for future recruitment and selection meetings and interviews.

The EEO representative distributes the pre-employment question guidelines; duties and responsibilities of committee members, chairperson, and EEO representative; the job announcement; and the job description. These materials are explained to the committee and signatures are obtained that indicate the committee members' understanding of their duties and responsibilities.

Interviews

The number of applicants to be interviewed is determined by the committee and interviews are conducted by the committee.

Employment Offer

The Director of Human Resources or designee discusses and confirms salary and other arrangements with the selected applicant. The Director of Human Resources or designee promptly communicates with the remaining finalists and checks and verifies the transcripts and previous relevant work experience of the selected applicant.

Interview Reimbursement

Candidates for full time administrative, classified management, or faculty/non-instructional faculty positions who are selected for and participate in a second interview at a District or college facility may be granted reimbursement for lodging, air fare, car rental (only if necessary due to flying), and/or mileage at the current District rate if driving a personal vehicle. Expenses may be reimbursed up to a maximum of \$1,000 per candidate.

Relocation Reimbursement

An individual who accepts an offer of employment for a full time administrative, classified management, or faculty/non-instructional faculty position at a District or college facility may be granted reimbursement of expenses for relocation of their primary residence into the District. Relocation expenses may be reimbursed up to a maximum of \$2,000 for any or all of the following purposes:

- Lodging while house hunting
- Mileage at the current District rate to establish residence
- Temporary motel expenses while waiting for house or apartment to become available
- Household moving expenses whether by common carrier or rental truck

Rental expenses such as first month's rent and/or security deposits, as well as utility deposits associated with hook up, will not be covered. Meal expenses during relocation will not be covered.

Correspondence

Information about all applicants and their status, as well as the contacts and correspondence generated by the screening and recommendation processes are conveyed only by the Human Resources Department. No notification of status to an applicant is made until all final recommendations are confirmed.

Documentation, Records, and Confidentiality

All application materials, rating sheets, and other records used in the screening and interview process are stored for a minimum of three years by the Human Resources Department. These materials are treated as confidential information by everyone involved in the hiring process which shows high regard for candidates and enhances the fairness of discussions and decisions. The Human Resources Department is responsible for all contact and correspondence with applicants, candidates, and selectees.

Board approval date: 1/24/06
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