The purpose of the District’s employment selection procedures is to ensure a fair and equitable process by which all qualified candidates can be considered and given the opportunity to compete for employment with the District. The recruitment and selection process involves the efforts of all the members of the campus community. Each member plays an important role in selecting a qualified candidate to recommend to the Board of Trustees.

1. IDENTIFICATION OF POSITIONS WHICH WILL BE FILLED

The District has a Strategic Plan which is linked to the Planning and Program Review processes. These processes assist in the identification of positions which the District will fill using the District’s Selection Procedures. The instructional Planning and Program Review processes, which are linked to the District’s Educational Master Plan, assist in the identification of positions that the District will fill using the District’s employment selection procedures.

2. EMPLOYMENT REQUEST FORM

2.1 Initiate Employment Request Form

The Division Dean/Area Manager, after consulting the Department Chair, who is responsible for supervising the full-time faculty position to be filled will initiate an Employment Request Form. Employment Request Forms are four-part forms which can be obtained in the District’s provided by Human Resources Office.

2.2 Signatures Required

The Employment Request Form must be signed by:

- The initiating Division Dean/Area Manager who requests authorization to fill a position.
- The initiating Vice President, who indicates by his/her signature whose signature indicates that the position to be filled has been identified through District-approved procedures to be filled.
- The Business Services Budget Department, which supplies a position control number indicating that funds are available and authorized in the District’s budget to support the position.
- Human Resources which authorizes the opening of the recruitment and selection process for the position posting the position and initiating the employment selection process.

2.3 Draft Job Announcement
When Human Resources receives all authorizing signatures, a draft job announcement will be produced and routed through interoffice mail. After receipt of all authorizing signatures, Human Resources will draft a job announcement and submit it to the Division Dean/Area Manager and the Department Chair.

3. JOB ANNOUNCEMENTS

3.1 Review of Draft Job Announcement
A draft job announcement will be prepared and routed for approval by Human Resources. Draft job announcements will be reviewed and approved. Human Resources will draft a job announcement. The job announcement shall be sent to when initialed by the appropriate Vice President, the Division Dean/Area Manager, the Department Chair, the Faculty and Staff Diversity Officer, the Director of Human Resources, and the Faculty Senate President for review and approval. Any substantial proposed change(s) to a job announcement must be submitted in writing with the revised job announcement and approved by the Division Dean/Area Manager and the Department Chair. Upon approval by the President/ Superintendent, Human Resources will release the job announcement and provide CCFF with a copy of the job announcement.

The Dean of the Division or area administrator is responsible for conferring with the Department Chair and the faculty of the department in which the position is to be filled before signing off on the job announcement.

3.2 Profile Statement of Duties and Responsibilities Statement
The Division Dean/Area Manager and the Department Chair are encouraged to draft a profile statement of duties and responsibilities which describe the specific assignment. The profile statement of duties and responsibilities statement may be included in the job announcement.

3.3 Changes to a Job Description
Any substantial change to the responsibilities contained in a Board-approved job description must be approved by the Board of Trustees before recruitment may begin. (BP 7193.1 7030.1, EC § 70902)

3.4 Final Job Announcement
Human Resources will prepare and publish the final job announcements for a position based on a Board-approved job
description. The job announcement will include other pertinent information, such as salary, benefits, closing date, and application procedures.

3.5 **Duties and Responsibilities and Qualifications in the Job Announcement**

The job announcement for the position will state the following: duties and the responsibilities of the position; the State minimum education and experience qualifications for the position as well as any preferred qualifications; and any Board-approved local standards which are Board-approved for the discipline, and any preferred qualifications for the position.

4. **APPOINTMENTS AND INTERIM RECRUITMENTS**

4.1 **Emergency Temporary Appointment**

In the event that a full-time instructor faculty member is becomes unable to work teach for a full semester or longer, and the District receives notification of such inability a month or less before the start of a semester, the District may:

- Offer the assignment to a number of full-time faculty or
- Offer the assignment to a number of full-time faculty and part-time faculty or
- Offer the assignment to Appoint a number of part-time instructors faculty from the Department’s part-time eligibility list to assume the teaching assignment or
- Offer Assign the instructor’s teaching assignment load to a part-time instructor faculty member who is on the Department’s part-time eligibility list for a period not to exceed one semester. If the absence will continue for a second semester, the District will recruit for a temporary full-time instructor faculty member for a temporary full-time position for the second semester.

For temporary appointments, full-time faculty shall be offered assignments in accordance to Division priority and District overload policies. For temporary appointments, part-time faculty shall be selected from the Department’s part-time eligibility list.

All employment assignments are subject to approval by the Board of Trustees. No temporary teaching assignment will exceed two semesters. A temporary assignment shall be limited to the employment period for which it is approved, which normally shall not exceed one year. All employment assignments are subject to approval by the Board of Trustees.
4.2 Emergency Hire
If the District is unable to assign full-time or part-time faculty to the assignment, the Department may recruit a qualified faculty member on an emergency hire basis. Qualified candidates shall:

- Submit an application,
- Meet State minimum qualifications (or equivalency\(^1\)),
- Be interviewed by the Division Dean/Area Manager and the Department Chair, and
- Have their references checked.

Emergency hires are for one semester only. The selected candidate must apply for consideration in a part-time recruitment effort for continued employment beyond one semester.

An emergency hire requires authorizing signatures from the Department Chair, the Division Dean/Area Manager, the appropriate Vice President, and the Faculty Senate President. All employment assignments are subject to approval by the Board of Trustees.

4.3 Interim Recruitment
In the event that a full-time instructor faculty member is on leave and unavailable to teach for an upcoming semester or year, and the District receives advance notice of the leave, the District may:

- Appoint a number of part-time instructors faculty from the Department’s part-time eligibility list to fill in assume the teaching assignment or
- Recruit and select an instructor faculty member on a temporary full-time basis.

All employment assignments are subject to approval by the Board of Trustees. No temporary assignment will exceed two semesters. A temporary assignment shall be limited to the employment period for which it is approved, which normally shall not exceed one year. All employment assignments are subject to approval by the Board of Trustees.

4.4 Internal and External Recruitment
If the District determines that it will conduct recruitment for a temporary full-time instructor faculty, the recruitment will be an internal and external recruitment. The District will use the employment selection procedures for a permanent recruitment but may announce the position for a period of less than four (4) weeks. A candidate selected for a temporary full-time position must apply for

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\(^1\) Equivalencies will be evaluated by the Hiring Standards Committee.
the permanent position if the position is vacated and she/he the
candidate is interested in the position on a permanent basis.

5. RECRUITMENT
The District will conduct internal and external recruitments for all part-
time faculty positions to attract qualified applicants. The District will,
at a minimum, conduct a statewide search. Title 5, § 53021 makes the
following requirement for recruitment of part-time faculty:
“Recruitment for part-time faculty positions may be conducted
separately for each new opening or by annually establishing a pool of
eligible candidates, but in either case full and open recruitment is
required ...”

5.1 Minimum Recruitment Efforts
The District’s recruitment efforts will, at a minimum, include may
include, but are not limited to:
• Listing the faculty job announcement on the District’s Web site and
posting the job announcement in Human Resources.
• Electronically Posting the job announcement in California
Community Colleges Equal Employment Opportunity Registry.
• Electronically Posting the job announcement at CalJobs.
• Mailing job announcements to an established list of public and
private employers, groups or individuals who have requested
receipt of District job announcements pursuant to the EEO Plan.
• Electronically Mailing the job announcements to all community
colleges, California State University (CSU) campuses and all
University of California (UC) campuses.
• Listing the part-time faculty job announcement on
HigherEdJobs, CalJobs, and Inside Higher Ed.

5.2 Additional Recruitment Efforts
The recruiting department, division or area may use other Internet
Web sites, publications and/or mailing resources to advertise a
position. All recruitment efforts will be approved by the Director of
Human Resources and the Faculty and Staff Diversity Officer.

5.3 Length of Recruitment
All part-time faculty positions will be open for recruitment on the day
that the job announcement is placed on the Human Resources Web
page. The recruitment will remain open to accept applications for a
minimum of four (4) weeks. If there is a necessity to fill the position
quickly, the President/Superintendent and the appropriate Vice
President may approve a recruitment period for a shorter amount of
time.
5.4 **Continual Recruitment**

A Department may open a “continual” recruitment for a period not to exceed one (1) year. During that year, the Department may screen the applications when needs arise. The Department will screen all applications that are on file when a need arises and must screen all applications remaining at the end of the year so that the recruitment may be closed.

This procedure is designed to allow a department to screen applications periodically and maintain an eligibility list with strong part-time candidates. A Department will not be allowed to “cherry pick” applications. That is, when a Department experiences a need, they cannot scan the applications on file and determine that they will screen the one or ones which they “like” the best.

A continual recruitment will be closed at the end of one calendar year, if not sooner. Recruitments may be opened for a period of one semester, six (6) months or any period of time that meets the Department’s needs.

If an application is screened during a continual recruitment and the Department determines that the candidate will not be eligible for future employment, that candidate will be notified at the time the application is screened. The candidate may not re-apply during that recruitment period. The candidate may apply during subsequent recruitment periods.

5.5 **Eligibility List**

When a Department completes a screening of applications, it may certify candidates who will be placed on Department’s list of candidates who are eligible for future part-time faculty employment, “the eligibility list.” An instructor who has been as a full-time faculty member at Cerritos College may be placed on the eligibility list upon submission of an application for possible employment. This eligibility list will be retained in Human Resources. Human Resources will notify candidates that they have been placed on the eligibility list or that they are not eligible for future employment with the District at this time.

Once a candidate is placed on an eligibility list, he/she will remain on that eligibility list until the Department asks that the candidate be removed from the list. It is advised that the Department review the
existing list at least annually to determine if any candidates should be removed from the list. As examples:

- if a candidate has acquired full-time employment at another college and has informed the Department that he/she is no longer interested in part-time employment with the District or
- the candidate has been contacted in three or more semesters and offered employment which the candidate has refused.

6. PROHIBITIONS TO SERVING ON A SELECTION COMMITTEE

6.1 Family Relation
An employee An individual is not eligible to serve on a Selection Committee if a relative is an applicant for the position. For the purposes of this procedure a relative includes: father, mother, brother, sister, spouse, domestic partner, child, grandchild, stepparent, stepchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, foster child of the employee or any relative living in the employee individual’s immediate household.

6.2 Personal Relationship
An employee An individual is not eligible to serve on a Selection Committee if an individual with whom the employee individual has a personal relationship is an applicant for the position. A personal relationship is not a working relationship. A personal relationship is one in which the nexus of the relationship is not professional, i.e., personal friends, neighbors, current student or former student, and someone the employee individual dates.

6.3 Recommendation of an Applicant
If an employee an individual writes a recommendation letter for an applicant, that employee individual is not eligible to serve as on a Selection Committee member for that position. If an applicant submits a letter of recommendation which an employee wrote recommending the applicant for recruitment other than the one to which the employee is appointed, the letter of recommendation must be is removed from the applicant’s file, and the employee individual is eligible to serve on the Selection Committee. The applicant will shall be notified by phone or e-mail that the letter of recommendation has been removed from the application and allowed to provide another letter of recommendation for within a period of five (5) days.

7. SELECTION COMMITTEE COMPOSITION
7.1 Members of the Committee
The voting members of the Selection Committee for a part-time faculty position are:
- The Division Dean/Area Manager
- At least one full-time, preferably tenured, faculty member and not more than three full-time tenured faculty members appointed by the Department.

7.2 Process Monitor
Whenever possible, every Selection Committee will have a Process Monitor who has been appropriately trained to fill this role as described in the District’s EEO Plan. The Process Monitor may be a voting member of the Selection Committee. However, if no voting member is trained as a Process Monitor, then a process monitor will be appointed by Human Resources and that process monitor individual will serve on the Selection Committee in a non-voting capacity.

The primary responsibility of the Process Monitor is to ensure that District procedures are followed in the selection process. The Process Monitor will serve as a resource to the Selection Committee to answer questions, act as a liaison with Human Resources to coordinate the process, and may assist in timekeeping act as the timekeeper for the Committee. After the Selection Committee recommends finalist candidates, the Process Monitor will sign a statement indicating that, to the best of the monitor’s knowledge, the Committee followed the District’s employment selection procedures in making the its finalist candidate recommendation.

7.3 Non-Voting Members
Though the District encourages the Selection Committee to include a non-voting student representative on the committee, it is optional and left to the discretion of the department. Additionally, In some cases, the Selection Committee may find it beneficial be desirable or considered necessary to solicit have the input of a person with special knowledge and with particular expertise, such as a faculty member from another college with subject matter expertise. In this event such cases, the expert may person shall serve on the Committee in as a non-voting capacity member.
- Non-administrative faculty and administrators, if any, shall be appointed by the department and approved by the Faculty Senate.
- A student representative, if any, shall be appointed by the department and approved by the ASCC.
The expert non-voting member may review the files of the candidates chosen by the Selection Committee for interview; may observe but not participate in the interviews; and may provide input to the Committee on the recommendation of finalist candidates. The expert will not screen the applications and will not select candidates for interview. However, the expert may review the files of the candidates chosen by the Selection Committee for interview; may observe but not participate in the interviews; and may provide input to the Committee on the recommendation of finalist candidates.

A person serving in a non-voting capacity will receive Selection Committee training and shall be required to sign the confidentiality statement. The non-voting Committee member must observe the Selection Committee procedures in the same manner as a voting member.

If a non-voting committee member attends one or more candidate interviews, but is unable to attend all of the interviews, the absent non-voting committee member shall not continue to participate in the interview process or in the selection of the finalist candidates. The absent non-voting committee member’s scoring sheets and notes shall be shredded. The Committee shall select finalist candidates only with the committee members who were present for all of the interviews.

8. COMMITTEE CO-CHAIRS
The Division Dean/Area Manager and a faculty member will coordinate the selection process with Human Resources.

9. CONFIDENTIALITY AND RECORD-KEEPING
During the Selection Committee process, all members of the Selection Committee and Finalist Interview Committees serve as agents of the Board of Trustees in reading applications, interviewing candidates, participating in deliberations and making recommendations of candidates. Two of the most important functions that Committee members perform are maintaining the confidentiality of the process and producing accurate and reliable records of the process.

9.1 Confidentiality
Each Committee member must agree to maintain the confidentiality of the selection process in order to be eligible to serve in a selection process. The information that should be treated with confidentiality includes, but is not limited to:
• The paper screening tool, interview questions and any skills testing or exercises;
• The information contained in applications, including the District application forms, candidates’ résumés, candidates’ letters of application, and candidates’ transcripts, and letters of recommendation, if any;
• Information about candidates’ performance in interviews and/or skills testing or exercises.
• Deliberations, scoring, and/or comments of Selection Committee members in the Selection Committee process.

The guarantee of confidentiality ensures that candidates may apply for positions at the District and that the information supplied to the District will not be shared. This encourages candidates to be forthcoming in their applications and to feel safe in having open, honest and frank discussions with the Selection Committee. The guarantee of confidentiality also provides a secure environment for the Selection Committee to have thorough discussion about candidates’ qualifications and about how the candidates meet the needs of the department, division, or area.

In order to further ensure confidentiality, all application materials will be retained in Human Resources unless removed to the location where the Selection Committee is meeting to discuss the applications. Whenever possible, Human Resources shall allow divisions to designate a secure area in their facility for members of the Selection Committee to evaluate applications during the paper screening process. All paper screening tools, interview questions and skills testing or exercises will be maintained in Human Resources. Each Selection Committee member will have a file, and any notes or scores will be maintained in that file in Human Resources.

9.2 Record-keeping
All of the materials submitted by candidates in a selection process become records of the District. Selection Committee members should not mark up, correct, or in any way alter the records which the candidates submit.

Human Resources shall make available paper screening tools, interview questions, skill testing tools, and other relevant materials from previous selection committees to the current Selection Committee. The Selection Committee may use these materials to assist in the development of paper screening tools, interview
questions, skill testing tools, and other evaluative materials relevant to
the current recruitment.

All of the materials developed by the Selection Committee are the
District’s records. This includes notes on the development of the
paper screening tool, interview questions, skills testing and/or
exercises; notes about candidates’ qualifications or responses to
interview questions; scores; and spreadsheets. Selection Committee
members are encouraged to take notes which indicate the strengths
and weaknesses of each candidate for the District’s records. Selection
Committee members are the District’s record-keepers.

All materials submitted by the candidates and produced by the
Selection Committee members are deemed to be Class 3 District
records and will be maintained for a period of at least three (3) years
pursuant to State law and regulations.

10. SELECTION COMMITTEE TRAINING

All individuals who participate on a Selection Committee, whether or
not they are voting members, will complete and maintain currency in
Selection Committee Training. All Selection Committees will have a
selection process monitor who has completed Selection Process
Monitor Training.

10.1 Selection Committee Training

All individuals who participate on a Selection Committee will receive
appropriate training on the District’s selection procedures and
requirements of Title 5 and of state and federal nondiscrimination
laws. In addition, the Director of Human Resources, the Faculty and
Staff Diversity Officer, and the Faculty Senate shall establish an online
training component that addresses best practices for Selection
Committee members.

The individual All Selection Committee members must attend complete
a Selection Committee Training in-person. After the in-person initial
training session, the individual members must complete an online
review and update training session or repeat the in-person training
session at least once every two years if they continue participating on
the Selection Committee. Selection Committee Training workshops
will be offered through the Staff Development Department by Human
Resources.
All persons will have completed Selection Committee Training within two years of the time when they participate on a Selection Committee. It is the responsibility of the Selection Process Monitor and Human Resources to ensure that all Selection Committee members have current training.

An in-person Selection Committee Training will be offered a minimum of six times per calendar year. Online Selection Committee Training shall be available year-round. It is an individual’s responsibility to ensure that he/she attends. It is each member’s responsibility to complete a scheduled training session or passes an online review if he/she is interested in participating in order to participate on a Selection Committee.

10.2 Selection Process Monitor Training

Each Selection Committee will have one member of the Committee designated as the Selection Process Monitor. The Selection Process Monitor may be a voting or non-voting member of the Committee.

All Selection Committee members are required to follow District procedures and state and federal laws during a selection process. It is the responsibility of the Selection Process Monitor to ensure that all Selection Committee members, as required, follow District procedures and federal and state laws and District procedures are followed during the selection process. In addition, the Selection Process Monitor will act as a resource on and as a liaison with Human Resources during the process and will ensure that necessary forms and paperwork are completed in the process.

Each The Selection Process Monitor will complete online training at least once every two years to remain current in the laws and procedures of the College with regard to selection and employment. Selection Process Monitor Training is offered through the Staff Development Department by Human Resources.

Selection Process Monitor Training will be offered a minimum of three times per calendar year.

11. MEETINGS OF THE SELECTION COMMITTEE

11.1 Selection Committee Meetings

Meetings of the Selection Committee must be scheduled when all voting Committee members are able to attend. The Selection Committee will not meet when one or more voting members are not
present. The Committee cannot meet unless the Process Monitor is
present at the meeting. The Committee may meet when a non-voting
member is not present.

11.2 Emergencies
Situations may occur that cannot be foreseen or controlled. If a
Committee member fails to complete paper screening prior to the
meeting to select candidates for interview, the Committee must
reschedule that meeting. If a Selection Committee member has
completed paper screening and is unable to attend the meeting to
select candidates for interview, the Committee will first try to
reschedule the meeting. If the absent Committee member will not be
available for a prolonged period of time (i.e. more than a week), e.g.
more than a week, the Committee may:
- Allow Human Resources to contact the constituent group of the
  absent member to appoint an alternate member to the
  Committee. The Committee will then meet when the alternate
  member has completed paper screening; or
- If time does not permit, the absent Committee member’s scoring
  sheets will be shredded and the Committee will select candidates
  for interview with the Committee members who are present.

Once candidates are selected for interview, if a Selection Committee
member is unable to attend interviews once the candidates are
selected, the Committee may:
- Allow Human Resources to contact the constituent group of the
  absent member to appoint an alternate member to the
  Committee in which case the alternate Committee member must
  read the files of the candidates who were selected to interview
  before and may participating in the interview process; or
- If time does not permit, the Committee will conduct interviews
  with the Committee members who are present.

If a committee member attends one or more interviews but is unable
to attend all of the interviews, the absent committee member shall not
continue to participate in the interview process or in the selection of
the finalist candidates. The absent committee member’s scoring
sheets and notes shall be shredded. The Committee shall select
finalist candidates with only the committee members who are present
for all of the interviews.

11.3 First Meeting of the Selection Committee
The first meeting or meetings of the Selection Committee should be
scheduled prior to the closing date of the recruitment. At the first
meeting or meetings, the Committee members will do the following:

- Ensure that all members have Selection Committee training;
- Elect a Chair of the Committee;
- Develop a paper screening tool;
- Develop interview questions and any skills testing;
- Calendar the dates on which the Committee will meet to select interview candidates and the dates on which interviews will be conducted.

The candidate files will not be released to the Selection Committee for paper screening until these tasks are completed. All notes of the Selection Committee will be retained in files in Human Resources.

11.4 Paper Screening Applications

Selection Committee members may paper screen applications in Human Resources, and this activity is done on an individual basis or as each member’s schedule allows. Human Resources may be opened to Selection Committee members in the evening or on weekends when the office is normally closed if the Selection Committee member(s) notifies Human Resources in advance of the need to paper screen when the office is normally closed. Human Resources will notify Campus Police who will open the office for a Selection Committee member.

Whenever possible, Human Resources shall allow divisions to designate a secure area in their facility for members of the Selection Committee to evaluate applications during the paper screening process.

11.5 Subsequent Meetings of the Selection Committee

Selection Committee members will meet as a Committee to select candidates for interview and to conduct candidate interviews. Selection Committee members should be mindful in selecting a site for candidate interviews that the site should make the candidate comfortable and will represent the campus to the candidates. If there are very few applications to screen, Committee members may meet and screen the applications and select candidates for interview in one meeting. Human Resources may contact candidates to schedule interviews.

12. REVIEWS OF THE APPLICANT POOL BEFORE INTERVIEW

12.1 Administrative Review of the Pool for Diversity

Each candidate will be allowed the option to complete a diversity questionnaire. Human Resources will remove the diversity
questionnaire from the candidate’s application materials and those questionnaires will not be shared at any time with the Selection Committee.

The information on the diversity questionnaires will be maintained in a file in Human Resources. Human Resources, pursuant to Title 5 regulations, will maintain statistics on the diversity in the application pool. Human Resources will maintain diversity statistics on the number of applications submitted (complete and incomplete) submitted, and the number of complete applications reviewed by the Selection Committee. The President/Superintendent, the appropriate Vice President, the Director of Human Resources, and the Manager of Employment Services/Faculty and Staff Diversity Officer will review the statistics from the pool at each stage of the selection process.

The District may extend a recruitment deadline and engage in additional recruitment efforts if there are insufficient diverse candidates in a pool at the closing date. The District will not reject a pool of candidates for consideration by the Selection Committee solely because there are insufficient diverse candidates in a pool.

If a substantial proportionate number of diverse candidates are not in the pool, the Faculty and Staff Diversity Officer, in consultation with the appropriate Vice President, and the Selection Committee may review the job announcement and recruitment to determine if there is an indication of bias. If such bias is indicated, the Faculty and Staff Diversity Officer will work with the Selection Committee to eliminate the bias, reopen the recruitment process, and re-examine the applications.

12.2 Review of the Pool of Applicants for Sufficiency
At the initial closing date for the recruitment, the pool of applications will be reviewed for sufficiency.

- Standards governing sufficiency shall be established by the Director of Human Resources, the Faculty and Staff Diversity Officer, and the Department Chair.
- These standards shall be approved by the Faculty Senate.

If the pool does not have the number of applications that are reasonably expected, the application deadline may be extended. The District shall not reject a pool of candidates for consideration by the Selection Committee for reasons based solely on sufficiency.
If, after the applications are screened by the Selection Committee, the Committee determines that there are not sufficient applicants for interview, the Committee may ask Human Resources if additional applications have been received and/or completed since the closing date and may review those applications. If the Selection Committee determines that the pool does not have sufficient applicants to interview after the second review, the Selection Committee may ask that the recruitment be closed and that a new recruitment be initiated.

13. CANDIDATE ASSESSMENT BY THE SELECTION COMMITTEE

13.1 First Meeting
The Selection Committee, at its first meeting, will design the selection process which it intends to use. If necessary, the Selection Committee will designate a subcommittee to review minimum qualifications for education and experience.

The Selection Committee may use various means to assess each candidate’s education, experience, knowledge, skills and abilities. The Selection Committee may include, but is not limited to, traditional paper and pencil tests, performance tests of physical, educational, and work experience requirements, interviews/oral examinations, and paper screening/review of application forms.

Human Resources will inform the Selection Committee about the number of completed applications received at the time of the first meeting. If a pool is small, the Selection Committee may determine that it will interview all candidates who meet minimum qualification for education and experience. However, in most cases, a paper screening instrument is advised to evaluate the applicants’ qualifications based on their application materials.

13.2 Knowledge/Skills/Abilities Testing
The Selection Committee may test a candidate’s knowledge, skills and abilities. This may include, but is not limited to, demonstrations, presentations, writing and/or speaking exercises, and role playing exercises. A teaching demonstration may be required for all instructional positions. This testing may have weighted scoring.

The Selection Committee may determine the order in which it chooses to conduct testing. As an example, skills exercises, such as the teaching demonstration, may be administered before, during or after the interview/oral examination. The Selection Committee can choose to have candidates receive a question/exercise and the teaching
demonstration which requires preparation before they come to the interviews/oral examinations.

13.3 Testing Approval
The Selection Committee is free to design testing that is based on the information contained in the job announcement or based on the knowledge, skills and abilities that will be needed to perform the job. Testing which presumes to evaluate or elicit interests, beliefs and/or general philosophies that are not job-related is not permitted.

The Selection Committee will **shall** design the testing for a particular position, and submit the testing to the Faculty and Staff Diversity Officer for review and approval. When the Faculty and Staff Diversity Officer approves the testing, the pool will be certified for release to the Selection Committee and, if applicable, to the Minimum Qualifications Screening subcommittee.

The pool of applications will not be released to the Selection Committee or, if applicable, to the Minimum Qualifications Screening subcommittee before testing is approved in order to avoid claims of bias for/against particular candidates in the pool.

13.4 Minimum Qualifications Screening and Equivalency Subcommittee (Optional)
The Selection Committee will **shall** select one manager and one **two** faculty members to form a Minimum Qualifications Screening subcommittee. The Minimum Qualifications Screening subcommittee will review the applications for **minimum qualifications for education and experience** and for local standards, if any. The subcommittee will not review any other stated qualifications.

If the candidate submits a completed equivalency form or if the Minimum Qualifications Screening subcommittee determines that a candidate has stated an equivalency, the Minimum Qualifications Screening subcommittee will refer the application to the Hiring Standards Committee for review. The Hiring Standards Committee will make a determination as to whether the candidate’s education and experience are equivalent to the standards published for the position within 72 hours from the time of referral. The Selection Committee will accept the determination of the Hiring Standards Committee as to minimum qualifications.

The Minimum Qualifications Screening subcommittee will then sign the appropriate authorization sheet and those applicants who meet
minimum qualifications for education and experience or the equivalent will be forwarded to the Selection Committee for review.

If there are very few applications for a position, the Selection Committee may determine minimum qualifications as part of the screening process. However, any request for equivalency must be referred by the Selection Committee for review.

13.5 Internal Candidates
The Selection Committee will refrain from discussing any knowledge about an internal candidate’s performance in the workplace at Selection Committee meetings. No positive or negative comments which are not related to the application, testing, or the interview should be made about any employee who has submitted an application for a position at the District.

If a Selection Committee member has information concerning a candidate which the member believes should be evaluated in considering the applicant, that Selection Committee member should provide that information to the Committee Chair outside of a Committee meeting. Such information will be deemed reference information and will be provided for verification to the individual who is assigned to check references.

13.6 Paper Screening
Each Selection Committee member will review each application in the application pool; however, if the Selection Committee formed a Minimum Qualifications Screening subcommittee, then the Selection Committee will review only the applications forwarded by the Minimum Qualifications Screening subcommittee. The Selection Committee will use the paper screening instrument and their knowledge of the requirements of the position to evaluate candidates.

When review of the applications is completed by all Selection Committee members, Human Resources will develop a spreadsheet of all of the ratings. All members of the Selection Committee will then meet to select candidates for interviews/oral examinations.

The Selection Committee is advised to review the spreadsheet and to pay particular attention to disparate scoring of any applicant, i.e., an applicant who receives a very high score from some members and a very low score from others. Selection Committee members are encouraged to discuss the candidates’ qualifications stated in the application in depth.
A Selection Committee members may change his/her their score for one or more candidates based on the discussion of the Committee. It is important to remember that if a score is changed, then the supporting paper screening tool must also be changed. The Committee Chair and the Process Monitor are responsible for making a record of any scores that are changed during discussions.

The Selection Committee will vote on the applicants who will be invited to interviews/oral examinations. The Selection Committee is a democratic body and each member must be willing to abide by the decision of a simple majority of the Selection Committee. The Selection Committee is encouraged to invite a broad and diverse pool of candidates for interviews/oral examinations. The Selection Committee is reminded also that the scoring must support the candidates recommended for interview.

The Selection Committee Chair will provide Human Resources with the following:
- A list of the candidates invited to interview,
- Any question that requires candidate preparation prior to the interview,
- The amount of time for each interview,
- **Specific instructions necessary for the teaching demonstration,**
- Whether the candidate may preview the questions prior to the interview and, if so, how much preview time, and, if appropriate,
- Whether to advise the candidates that a whiteboard, computer projector, etc. or other equipment will be available.

13.7 Pool Certification and Candidate Notification
Human Resources will complete the appropriate pool certification form which will be signed by the Faculty and Staff Diversity Officer, the appropriate Vice President, and the President/Superintendent. The pool certification form does not include the identities of individual candidates, but simply states the number of candidates invited to interview and the diversity in that group of candidates. The pool certification is done for informational purposes, and a pool will not be rejected solely for lack of diversity.

If a substantial number of diverse candidates have been eliminated from the selection process, The Faculty and Staff Diversity Officer, in consultation with the appropriate Vice President, and the Chair of the Selection Committee may review the screening process to determine if there is an indication of bias in the process pool of candidates for
diversity and quality. If such bias is found, the Faculty and Staff
Diversity Officer will work with the Selection Committee to
eliminate the bias and re-examine the applications.

Human Resources will contact the candidates by phone and confirm
the interviews/oral examinations by mail and/or e-mail. The
confirmation will provide the candidate with the information approved
by the Selection Committee.

13.8 Interview/Oral Examination
The Selection Committee will develop interview questions which will comprise an oral examination. Interview questions may be based on the information contained in the job announcement or may probe the candidate’s knowledge and experience. Each candidate interviewed will be asked the same questions.

Selection Committee members should not eat or have food present on the table where candidates are being interviewed. Selection Committee members may have water or coffee at the interview. Selection Committee members should greet and be cordial to the candidates.

Selection Committee members may assist candidates in setting up technical support for presentations or demonstrations. If the technical support does not work, extra time may be provided to a candidate to get the resolved technical problem resolved as long as it does not significantly impact the appointment times of other candidates. Selection Committee members may assist candidates by handing out materials. It is important that all candidates receive sufficient support to allow them to complete the interview process successfully.

Each candidate will be informed of the amount of time that he/she is scheduled to spend with the Selection Committee. and the Process Monitor will act as the timekeeper. The Process Monitor Committee may advise the candidate of the elapsed time during the interview. If the Process Monitor feels that it is needed. If a candidate does not complete the oral examination in the allotted time, the interview process will be terminated at the end of the allotted time and the candidate will be scored on the completed questions.

When scheduling a room for the interview process, the Selection Committee should evaluate the environment. If the candidate will need to make a presentation, a room which supports the presentation, i.e. a smart classroom, should be considered. Remember that the
candidate is evaluating the District and the working environment while he/she is interviewing.

It is advised that:
- The Selection Committee Chair introduces the candidate, and that the Selection Committee members introduce themselves to the candidate. The Selection Committee Chair asks the first and the last questions in the process.
- The Selection Committee ensures that the candidate is seated comfortably and has water.
- A copy of the interview questions is placed on the table in front of the candidate so that he/she can read the questions as well as hear them when they are asked during the interview.
- Each Selection Committee member asks at least one question.
- The first interview question asked of a candidate is a general question which asks the candidate to describe his/her experience, education and/or qualifications.
- The candidate is asked a question which allows him/her to make a summary or final statement which is unscored. However, the answer provided may be used in scoring any question asked during the interview.
- The candidate may be asked if he/she has any questions about the position or the process.

Follow-up questions during the interview/oral examination should be limited. A Selection Committee member may ask a follow-up question if the member needs additional information in order to fairly evaluate a response.

A candidate may always be asked to expand on an answer or give an example from his/her work experience. If a candidate is asked a string or compound question and does not fully answer the question, a Selection Committee member may ask for the omitted information.

A Selection Committee member may not ask a candidate to provide information related to the application materials. A Selection Committee member may not ask any questions that are unrelated to the approved questions. The Selection Process Monitor or the Selection Committee Chair will interrupt follow-up questions which open new areas of questioning.

Selection Committee members should be welcoming to candidates. They may greet the candidate and may smile and nod at the candidate during the interview. Selection Committee members should not
engage in a candidate in conversation with candidate that are not part of the interview. Selection Committee members may answer questions which asks a candidate poses at the end of the interview when all scored questions are completed.

When all candidates have completed the interviews/oral examinations, the Selection Committee will deliberate. The charge of the Selection Committee is to recommend three candidates who are best qualified for the position to the Finalist Interview Committee.

Selection Committee members should complete a spreadsheet indicating the scores received by each candidate. The Selection Committee should thoroughly discuss the candidates’ qualifications and any disparate scoring received by any candidate(s).

13.9 Recommendation of Candidates for the Eligibility List
The Selection Committee will vote on the candidates who will be placed on the eligibility list. The Selection Committee is a democratic body and a candidate will be listed if a simple majority of the Committee recommends that candidate.

The Division Dean/Area Manager will notify Human Resources of the candidates to be placed on the eligibility list and those who will not be considered for further employment. Human Resources will notify all candidates who completed an application of the results of the selection process.

14. REVIEW OF ELIGIBILITY LIST
Human Resources will maintain eligibility lists for each department in Human Resources. The Faculty and Staff Diversity Officer will review the eligibility list for diversity. If diversity is lacking on the eligibility list, the Faculty and Staff Diversity may work with the Division Dean/Area Manager of the division and the Chair of the Department to develop strategies that will encourage further recruitment of candidates for all sectors of the population and allow for development of a diverse pool of eligible candidates.

15. REFERENCE CHECKING
References will be checked for every candidate who is employed by the District. The Division Dean/Area Manager or his/her designee will check references using a District-approved form before making an offer of employment. Reference
checking will not be limited to the names specified by the candidate. Reference checking will be thorough and complete.

In the part-time selection process, it is only necessary to check references before a candidate is offered employment. Not all candidates placed on the eligibility list must have their references checked.

The fingerprinting of a potential part-time faculty members is part of the reference checking procedure.

18. **RECOMMENDATION TO THE BOARD OF TRUSTEES FOR EMPLOYMENT**

An offer of employment, contingent on Board approval, will be made to a chosen candidate. If the candidate accepts the contingent offer, the President/Superintendent will recommend the employment of the candidate to the Board of Trustees.

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