

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED HIRING PROCEDURES

A. POSITION ANNOUNCEMENT

To advertise a classified position, a “Request to Advertise Classified Position” form must be submitted to the Classified Personnel Manager through the campus Vice President of Administrative Services, the Provost of Adult Education or the appropriate district administrator with the following information: Job title, percentage of employment, length of advertisement, position location, scheduled shift of position, number of months employed, starting date, salary range.

With campus/district approval, personnel will advertise the position for a minimum of ten (10) working days. The position advertisement will include the approved job description.

It should be understood that the hiring procedures set by California law are time-consuming. Realistic timeliness, advanced paper screening, interviewing, reference checks, pre-employment physical (when required), final recommendation from administration, and employment reporting dates take a considerable amount of time. Schedules need to be planned with this in mind to reduce the frustration of not having the successful candidate on the job as fast as all would prefer.

The California law regarding the responsibility of community college districts in the recruitment process requires that vacant positions must be advertised and open for all interested qualified persons to be considered. Open announcements for all positions provide the opportunity for in-house people to apply, if interested, as well as non-district persons. An exception to this procedure is permitted in the Agreement between CSEA and the District. The Agreement provides for in-house and promotional recruitment only when the vacant position and the department meet the established District affirmative action goals.

Advertising of positions will include distribution of job announcements to all District sites and extensive outside locations. The mailing list includes colleges identified as having a high percentage of Blacks, Hispanics and other identified minority groups. The District also forwards announcements to associations composed of minority and other protected group membership.

The announcement mailing list will be continually updated and broadened. Personnel welcomes and solicits suggestions that will increase the effectiveness of recruitment of personnel.

B. APPLICATIONS

Applications are to be received from all candidates for each classified position. All applicants must be processed through the Personnel Office. This procedure is in compliance with the District Affirmative Action Plan, and permits the Personnel Office to enter the applicant records into the applicant tracking system.

Applications will be mailed to the designated administrator after the deadline date for receipt of applications.

C. SELECTION/INTERVIEW PROCEDURES

District/Campus Affirmative Action Officers and the District Director of Personnel Services are responsible for administering and monitoring classified selection and interview procedures.

SELECTION OF SELECTION/INTERVIEW TEAM:

A selection/interview team of three (3) or five (5) persons will be utilized for paper screening and interviewing all classified positions.

The hiring administrator will chair the selection/interview team and serve as one of the members.

The additional members will be selected by the hiring administrator based on their involvement with the vacant position and their expertise in recommending a qualified candidate. Whenever possible, the team should be representative of ethnic groups, gender, certificated and classified employees. If necessary, an uncompensated expert who is not an employee of the district may serve on the team.

PAPER SCREENING APPLICATIONS:

Before the selection/interview team screens the applications, the team chairperson should be positive that the articles identifying affirmative action information as to race, sex, age, etc. are removed from all applications. It is appropriate to convene the team for preliminary meeting(s) prior to the time the posting period ends. This is helpful in speeding up the selection process.

An "Applicant Evaluation Screening Form" will be used by each team member to paper screen and rate each candidate. Applications/resumes will be screened on the basis of job-related criteria. Some of the factors to be included are professional competence, experience and skill, and technical knowledge as it relates to the position.

The completed screening forms must be sent to the Personnel Office to become part of the permanent interview records.

In coordination with the District/Campus Affirmative Action Officers, the hiring administrator will review the affirmative action impact that paper screening has on the applicant pool. During the initial stages after receiving the applications or after the paper screening, if it is determined that the applicant pool is insufficient, lacks qualified applicants or is not sufficiently diverse, the position may be advertised for an additional period.

INTERVIEW QUESTIONS:

Generally, the hiring administrator, with assistance from the interview team, is responsible for preparing the questions to be used in the interview. Careful consideration must be given to the questions to avoid questions which may have a discriminatory impact and are prohibitive by Federal and State law.

The questions must be job-related, based on the job description, and asked uniformly of each candidate. Careful control must be maintained by the team chairperson to guarantee that interviewers seek uniform information without expanding the scope of the questions to some candidates.

The selection/interview team will meet prior to the interviews to review and/or prepare the questions to be asked and understand the acceptable answers. These questions must be written on the "Interview Evaluation Form" prior to the interviews.

Another acceptable method for questioning candidates is to provide the written questions to the candidate up to an hour before the interview. With this method, the candidate is allowed to address each question in the order he/she prefers. This system can be a benefit in identifying the candidates strengths and weaknesses when the interview team observes the order and depth in which the candidate chooses to answer the questions.

In addition, it may be desirable in the selection for some positions to have a written segment in the interview procedures. Candidates will be asked to answer question(s) and respond in writing. This, if used, does not replace the interview, it is simply an addition to the interview.

For some positions, it is desirable, but not required, to prepare an application packet consisting of information about the position, the District, the respective colleges, the community and other information of interest to the candidates. This information should be mailed to the candidate prior to the interviews.

INTERVIEWS:

In order to have team participation, it is suggested that certain interview questions be assigned to respective members of the interview team. During the interview, the interviewers are to rate each question as they are answered and notate written

comments on the "Interview Evaluation Form." Each member of the team will sign and date the evaluation form.

The selection/interview team is an advisory group. The interview proceedings are to be kept in strict confidence. The team must use the same members throughout the interview process. In an emergency situation, if one member is unable to continue in a five-member team, the process may continue with four members. In this same situation with a three-member team, a substitute may be used. If a substitute is used, the interview team will thoroughly review all completed interviews with the substitute.

After the interviews, the team members will review their individually assigned points with the entire team. An individual team member may change assigned points after hearing the discussion of the other team members.

With all team members present, the team member's points will be tallied to provide a grand total of points for each candidate. The results of the grand totals will identify the top three (3) candidates (up to five (5) candidates if the points are close) to become the pool for selection by the hiring administrator and campus/district chief executive officer. The results of the selection/interview team's recommendations for top candidates are to be submitted to the Vice President of Administrative Services, Provost of Adult Education or appropriate district administrators for review and recommendation.

If there is reason for the hiring administrator and campus/district chief executive officer to reject the top candidates and readvertise, the candidates who were screened into the interview process are to remain in the pool, unless a candidate(s) wishes to withdraw.

Whenever a candidate requests to withdraw from the selection pool, it must be in writing and included in the files at the District Personnel Office.

The hiring administrator and campus/district chief executive officer may conduct follow-up interviews of the top candidates that were presented by the selection/interview team.

PERSONNEL RECORDS:

All applications, paper screening and interview evaluation forms, and other information on candidates become part of the permanent interview records and will remain on file at the District Personnel Office for the period of time required by law.

LETTERS TO UNSUCCESSFUL CANDIDATES:

The hiring administrator is to notify the Classified Personnel Manager when the candidates have been paper screened for interviews. The administrator will provide the Personnel Office with a list of unsuccessful candidates. After

receiving this list, the Personnel Office will send these candidates a letter notifying them of the results.

When interviews are completed and a candidate is recommended for employment, the Personnel Office will send letter(s) to all the unsuccessful interviewees notifying them of the results.

The letters from the Personnel Office are the only letters that are to be sent to unsuccessful candidates.

APPLICANT INQUIRIES:

All telephone calls and written inquiries from applicants who weren't selected for positions are to be referred to the District Director of Personnel Services or the Classified Personnel Manager.