

<b>GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</b>	<b>DATE:</b> 7/8/97 <b>REVISED:</b> 7/9/01; 12/7/2009
<b>HIRING CLASSIFIED PERSONNEL (NON-MANAGEMENT)</b>	<b>PE12</b>

## OVERVIEW

This procedure details the hiring process for classified contract personnel.

## FORMS USED

- Classified Recommend for Hire
- Current Job Description
- Confidentiality Statement
- Equal Opportunity/ADA Statement
- Interview Criteria
- Interview Composite
- Interview Questions
- Paper Screening Composite Table
- Paper Screening Criteria
- Paper Screening Rating Example
- Position Announcement
- Reference Form

## CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

- Equal Employment Opportunity for Gender and Disability
- California School Employees Association Chapter 707 Agreement
- Civil Rights Act 1991
- EEOC Uniform Guidelines for Employee Selection
- Executive Order 1150
- GCCCD Equal Employment Opportunity Plan
- Title 5
- Title VII

**PRIMARY STAKEHOLDERS:** Supervisors, Deans, Directors, Managers, Vice Presidents, Presidents, Vice Chancellors, Chancellor, Selection Committees, Director of Employment Services, Equal Employment Opportunity (EEO) Officer or Designee.

Approved: \_\_\_\_\_ Issued: 7/1997; rev 12/2009

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**COMMENTS**

This procedure provides the Screening/Interview Committees with detailed instructions to guide the hiring process. It is intended to provide procedural consistency among the action of hiring committees.

<u><b>STEP</b></u>	<u><b>TASK PERFORMED BY</b></u>	<u><b>DESCRIPTION</b></u>
1	Employment Services	<p><b>Advertise for Vacancies</b> Applicant pools will be established for positions that experience a high turnover such as Clerical Assistants, Custodians, Secretaries, Instructional Aides, etc.</p> <p>Employment Services will recruit on a continual basis for these positions so that an applicant pool can be provided to the screening committee chair after in-house transfer announcement closes. Applications will remain active in the applicant pool for a period of three (3) months, after which time Employment Services will notify applicants of their responsibility to advise of continued interest in employment and update their application materials, if applicable.</p>
2	Appropriate Administrator	<p><b>Establish a Selection Committee</b> The Selection Committee will consist of:</p> <ul style="list-style-type: none"> <li>• Appropriate manager or designee as chair.</li> <li>• Two to four employees in the area or a closely related area, including at least one non-supervisory employee.</li> <li>• Employee vacating the position may serve on the committee in certain circumstances where technical aspects of a position would require his/her expertise. Administrator must receive approval of Employment Services prior to requesting former employee to serve on committee.</li> <li>• In addition, a student may be selected to serve on the committee as a representative through a shared governance body such as ASGC or ASCC. Such representation should include members who will provide expertise in the area or who work closely with the department or division.</li> </ul>

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The committee should be selected with consideration for ethnicity, age, gender, constituents, and department representation.

3 Recruitment Initiator

**Submit Electronic Personnel Requisition**

The recruitment initiator will begin the recruitment process by entering job posting information on the online recruitment system and submitting it for approval. The posting requisition will travel through the various approval levels until it reaches the EEO Officer or Designee.

4 EEO Officer or Designee

**Approve Committee Composition and Appoint EEO Representative to Committee**

The EEO Officer or designee shall review the committee composition for diversity in ethnic, age, gender and department representation. If the committee is not appropriately diverse, the EEO Officer shall work with the area administrator to remedy any area of underrepresentation on the committee. If the committee is appropriate, the EEO Officer or designee shall assign an EEO Representative to the committee as a non-voting member and forward the requisition to the appropriate Employment Services personnel for recruitment.

5 Employment Services

**Provide Orientation to Selection Committee**

The orientation will take place prior to the opening of in-house transfer announcement and will include all committee members. The orientation serves to:

- provide an overview of the tasks to be performed by the committee,
- distribute the District's Selection Guides (e.g., screening/interview Do's and Don'ts)
- execute Confidentiality Statements.
- allow the EEO Representative to train committee on EEO and diversity laws, concepts and applications, and District EEO Plan, policies and procedures.
- document the training date and attendees.
- approximate timeline for hire (timeline will include schedule for paper screening, interviewing and selection).
- discuss specific recruitment strategies.

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6 Selection Committee

**Prepare Supplemental Application Requirements, Paper Screening and Interview Questions, etc.**

The selection committee members share responsibility for development of any supplemental application material required, paper screening criteria and interview questions as well as any type of job-specific tests, etc.

Review position description and announcement, prepare and submit to Employment Services prior to in-house transfer announcement date:

- (1) Supplemental application questions and materials required (if requested)
- (2) Paper screening criteria
- (3) Interview questions
- (4) Job-specific tests, etc., if applicable
- (5) Identify recruitment sources and provide specific publications, website, etc.

The committee chair is responsible for ensuring that material is returned to Employment Services prior to the in-house transfer announcement posting date.

7 Employment Services Personnel

**Review Screening and Interview Material**

Review the supplemental questions, required application materials, paper screening criteria, interview questions, any in-basket tests, written assignments, etc., suggested by the committee to ensure materials used in the selection process are job related.

8 Employment Services and EEO Officer or Designee

**Prepare In-House Announcement**

Employment Services personnel shall prepare the in-house announcement per the committee's suggestions. The EEO Officer or designee must approve selection material prior to opening the position for recruitment. Employment Services will notify the selection committee chair of any revisions required on selection material submitted. The Director, Employment Services will review and post the announcement.

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9. Committee
- Review and Forward In-House Applicant Pool**  
If there are requests for transfer, and the committee chair has provided Employment Services with the paper screening criteria, interview questions, etc., the applicant pool will be reviewed. If there is a viable applicant pool as determined by Employment Services and EEO Officer or designee, Employment Services will forward the applicant access information to the screening committee chair along with approved paper screening forms prepared for the committee to begin screening. If no transfer requests are received, Employment Services will notify the committee chair.
10. Employment Services
- Public Announcement**  
If there is a small or not viable in-house applicant pool as determined by the Screening Committee, the position will be announced public for at least fifteen (15) working days.
11. Employment Services Personnel, EEO Officer or designee
- Review and Forward Applicant Files**  
After closing date, review the applicant files and establish the applicant pool. Employment Services ensures all applications are complete. EEO Officer or designee conducts an analysis of the diversity of the applicant pool. Employment Services does not complete any initial paper screening for minimum qualifications. If it is determined that a qualified, diverse applicant pool does not exist, notify the department chair and take additional measures to remedy underrepresentation.
- When expected representation is achieved, or the EEO Officer or designee with concurrence of the President certifies that further recruitment efforts would be futile, the process may proceed. If the applicant pool is deemed acceptable, Employment Services shall forward the applicant access information to the screening committee along with approved paper screening forms.
12. Selection Committee
- Screen Applications**

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Selection committee will screen applications and any supplemental materials for skills, abilities, and experiences, as noted on the paper screening criteria. After paper screening is completed, committee recommends candidates to be interviewed. There must be discussion of applicants and a majority of the committee must be in agreement about who is to be interviewed.

Committee chair, in conjunction with committee members, must establish interview date, place, and time and forward screening materials to Employment Services to schedule interviews. Material must be received by Employment Services at least ten (10) days prior to first interview.

13      Employment Services

**Review Interview Pool**

Review paperwork of the selection committee to verify the committee applied proper procedures to produce the list of candidates to be interviewed. Submit to the EEO Officer or designee for approval.

14      EEO Officer or Designee

**Conduct Adverse Impact Analysis**

Analyze the composition of the pool of applicants to ensure that no group defined in terms of ethnicity, gender, or disability, are adversely impacted by the application of the screening methods (see EEOC Uniform Guidelines for Employee Selection Procedures). If adverse impact is found to exist, consult with the appropriate vice chancellor or president and the chair of the selection committee to determine appropriate action, which may include but is not limited to modification of selection criteria, which may have caused the adverse impact.

If adverse impact persists after any review, obtain the concurrence of the president/chancellor and re-certify the criteria as determined by the department are valid and consistent with business necessity through a content validation process. Upon re-certification, release the pool for further screening.

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15 Employment Services

**Establish Interviews**

Ensure that Employment Services conducts the following actions within five (5) working days after the EEO Officer or designee has approved the interview pool:

- selected applicants contacted for interview.
- interview confirmation letter with parking pass, campus map, ADA form and current job description is mailed to the applicant. ADA form is to be returned to Employment Services prior to interview date.
- notification sent to individuals not selected for interview at this time.

Provide the following materials to the interview committee:

- Files of applicants to be interviewed
- Classified Recommend for Hire form
- Interview questions
- Interview Ranking Table Composite
- Blank ADA forms for candidates who have not returned forms to Employment Services as requested
- Reference form

16 Screening Committee

**Complete Interviews**

Upon completion of interviews and selection of the candidates under consideration for hire, reference checks should be conducted using the following guidelines:

- a. Contact each candidate's present or most recent employer.
- b. For consistency of information and method, either one person should conduct the reference checks or a conference call allowing others to participate may be appropriate.
- c. The same general questions should be asked of each candidate's references.

These calls are to be held in strict confidence. A standard reference format is to be used.

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If reference reports are acceptable, finalists will be listed in alphabetical order on the Recommend for Hire form and submitted to the appropriate administrator, and vice chancellor or president for selection and approval. Only those candidates who the committee feels can do the job should be listed on the Recommend for Hire form.

Return all applications and evaluation materials including reference material to Employment Services within three (3) working days of the last interview.

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|----|---|---|
| 17 | Employment Services Personnel and EEO Officer or Designee | <p><b>Review Results</b><br/>Analyze the composition of the pool of applicants to ensure the screening criteria was appropriately applied, and no group defined in terms of ethnicity, gender, or disability, are adversely impacted by the application of the screening methods (see EEOC Uniform Guidelines for Employee Selection Procedures).</p>   |
| 18 | President/Vice Chancellor                                 | <p><b>Second Interviews</b><br/>Second level interviews are optional and are at the discretion of the top-level manager for the site. If second level interviews are completed they should include the committee chair.</p>   |
| 19 | Director, Employment Services, EEO Officer or Designee    | <p><b>Process Approval</b><br/>Review the selection process to ensure compliance with EEO guidelines.</p>   |
| 20 | Chancellor  | <p><b>Approve Appointment</b><br/>Upon approval, notify Employment Services to proceed with the employment offer.</p>   |
| 21 | Employment Services                                       | <p><b>Make Employment Offer</b><br/>Within three (3) working days of receipt of the Classified Recommend for Hire form, make an employment offer contingent upon the applicant's successful completion of a pre-placement physical examination. Notify appropriate supervisor or manager of applicant's acceptance of the position. The hire date for the selected applicant is effective</p> |

<p style="text-align: center;"><b>GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</b></p>	<p><b>DATE: 7/8/97</b> <b>REVISED: 7/9/01;</b> <b>12/7/2009</b></p>
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**AFTER** successful completion of a pre-placement examination. Employment Services will notify all other applicants within three (3) days of the recommendation. Close out all recruitment materials.

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Director, Employment Services will ensure board material is prepared for employee's ratification of employment. With support from the Employment Services personnel, the Director will ensure that all required employment paperwork and new hire orientation is provided to employee.