

## AP 7120 Recruitment and Selection

Reference: ***Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.; Education Code 87359, 87360; Board Policies 2410, 2510, 2515; Title 5, Section 53000, et seq., 51023.5; Accreditation Standard III.1.A***

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### **Vacancy Announcements**

The Grossmont-Cuyamaca Community College District job vacancy announcements are available for public viewing on the District's employment website. Internal transfer/promotional opportunities are sent out via e-mail to eligible employees. Applicants are to apply online using the District's official application found on the same website.

The District employs recruitment methods to include print media, web-based advertising such as job boards, television, list-serves, and general and industry-specific publications. All positions shall be advertised to a diverse pool of applicants.

Continuous recruitment will occur for a part-time faculty pool, along with occasional recruitments for position regularly requiring substitutes, such as clerical/secretarial and service positions.

If vacancies are not filled internally, external recruitments shall be advertised for a minimum of 15 working days for staff and administrators and 14 calendar days for faculty positions.

### **Selection Process**

Screening/interviewing committees serve to recommend successful candidates for employment. Such committees shall be selected with consideration for ethnic, age, sex or gender, and department representation. ~~The District will assign an Equal Employment Opportunity (EEO) Representative to serve on each committee as a non-voting member to~~ Human Resources will conduct training and maintain compliance with employment laws and procedures. ~~The screening/interviewing committee~~ Human Resources will be responsible for establishing job-related criteria used for the vacancy announcement, interviews, and any testing or exercises given to candidates. ~~All criteria shall be approved by the District EEO Officer or designee.~~

~~A minimum of three reference checks shall be completed on a candidate prior to offering employment. Reference checks are the responsibility of the screening/interviewing committee chair unless other arrangements are made.~~

Offers of employment shall only be made through the Human Resources Division. All offers are contingent upon the candidate's successful competition of a Live Scan criminal background check and a pre-placement physical. All offers are subject to ratification by the Governing Board.

Step-by-step procedures for the recruitment and selection of employees are detailed in Personnel Operating Procedures. These procedures are compliant with the District EEO Plan, Title 5, and board policies regarding nondiscrimination and collegial consultation's role in local decision making. A copy of Personnel Operating Procedures may be found on the District shared network or by contacting Human Resources.