



## Human Resources Advisory Council (HRAC)

### Meeting Summary

Thursday, March 27, 2014, 11 a.m. – 12 p.m.  
District Annex Conference Room

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Marsha Edwards, Chair	DS	<input checked="" type="checkbox"/>	Yvette Macy	DS	<input checked="" type="checkbox"/>
Sahar Abushaban	DS	<input checked="" type="checkbox"/>	Alicia Munoz	CC	<input checked="" type="checkbox"/>
Steve Baker	GC	<input checked="" type="checkbox"/>	Lyn Neylon	CC	<input checked="" type="checkbox"/>
Lynne Davidson	DS	<input checked="" type="checkbox"/>	Christina Tafoya	GC	<input checked="" type="checkbox"/>
Kim Frost	DS	<input checked="" type="checkbox"/>	<i>P. Sparks, Recorder</i>	DS	<input checked="" type="checkbox"/>
Sue Gonda	GC	<input checked="" type="checkbox"/>			
Cindy Hall	GC	<input checked="" type="checkbox"/>			
Cheryl Houston	DS	<input checked="" type="checkbox"/>			
Diane Kew	CC	<input checked="" type="checkbox"/>			

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Marsha greeted the Council and shared a handout listing advertising sources for the following employee groups:

- Management & Supervisory
- Academic
- Classified and Confidential

Marsha stated that the District uses “Job Elephant” who then places advertisements with the resources listed and reminded the Council that journals do not publish as often and so require more lead time. The Council reviewed and suggested that for Management & Supervisory positions, they would like HR to consider adding ACBO and EdJoin for faculty positions. The Council felt it was a good resource to share with Chairs as it may trigger additional ideas on where to advertise.

Marsha reported that a subcommittee of the DEI Council is putting together a more extensive resource list for advertising our positions. Sue Gonda inquired about an outreach of some kind to local colleges in our region.

#### 1. Hiring Smart

##### Feedback from constituent groups

Prior to today’s meeting, Marsha requested that members contact their constituent groups for feedback on the Hiring Smart workshops. Several members shared issues and concerns as follows:

Questions/Concerns/Suggestions:

- When will the new processes begin?
- New procedures need to be in writing.
- After the currently scheduled sessions are completed consider doing a survey to gather critical information about what was good/not so good.
- Define “hiring manager.”
- Hiring manager’s responsibilities should be well defined regarding offering the position and notifying internal finalists who were not selected.
- The use of follow-up questions should be explained further.
- Is there a script for reference checking and who is responsible for those calls?
- All information regarding this training should be in writing.

Comments shared from classified staff:

- The workshop provided good common sense training
- Good options, great ideas, would recommend this training to all staff
- Overall, would recommend this workshop to others

Marsha addressed the four major areas of change:

<b>Current Practice</b>	<b>Proposed Practice</b>
Reference checking performed by recruiters or committee chair	Reference checking performed by the supervisor or the supervisor and the committee chair
Job offers made by Recruiters	Job offers made by the supervisor
Unsuccessful Internal finalists notified by PeopleAdmin or Recruiters	Unsuccessful Internal finalists notified by supervisor (verbally)
Use of follow-up questions limited	Use of follow-up questions more widely accepted

Reference Checking

Marsha explained she feels it is important for the supervisor to personally hear the tone, manner, hesitations and/or enthusiasm of the former employer/supervisor. Much can be gleaned by actually hearing the answers to the reference questions.

Job Offers

This allows the supervisor to start building a relationship with their new employee. Human Resources will assist with the words and even provide a script, if requested. Marsha explained that she feels it is a privilege to offer a job and believes that privilege belongs with the supervisor. Any questions regarding pay and/or benefits will still be answered by Human Resources.

Notification of Unsuccessful Internal Finalists

This is a courtesy, and adds a personal touch for our internal candidates. A script can be made available to assist the supervisor with these calls.

### Use of Follow-up Questions

The use of follow-up/clarifying questions is acceptable and encouraged when appropriate. Follow-up questions should be constructed using the guidelines listed below:

- Expand on their answer
- Explain their answer
- Example – you can ask for an example

### **2. Round Table**

N/A

Next meeting date: Thursday, April 24, 2014, 11 a.m. – 12 p.m.