



## Human Resources Advisory Council (HRAC)

### Meeting Summary

Thursday, April 24, 2014, 11 a.m. – 12 p.m.  
District Annex Conference Room

Marsha Edwards, Chair	DS	<input checked="" type="checkbox"/>	Yvette Macy	DS	<input checked="" type="checkbox"/>
Sahar Abushaban	DS	<input 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"/>	Anne Krueger	DS	<input checked="" type="checkbox"/>
Sue Gonda	GC	<input checked="" type="checkbox"/>	<i>P. Sparks, Recorder</i>	DS	<input type="checkbox"/>
Cindy Hall	GC	<input checked="" type="checkbox"/>			
Diane Kew	CC	<input checked="" type="checkbox"/>			

#### 1. Hiring Smart Workshops – Participant Feedback, April 2014

**Edwards**

Marsha reported on the Hiring Smart Workshops for April 11, 14 (Classified Staff Appreciation Day) and 23 (in total, 48 people attended). She stated that it was very positive with high percentages (84% - 100%) of strongly agree and agree on the evaluation questions.

Marsha thanked this Council for their suggestions to make the Hiring Smart Workshops so successful.

#### 2. Document Review

**All**

The Council made suggestions to the following documents:

##### Verbal Offers of Employment

Suggestions:

- Add a new bullet point: Telephone calls should be made by Supervisor or Administrator only;
- Remove (does not apply to Classified positions);
- Rewrite last paragraph in italics to incorporate that Supervisor/Administrator will contact HR Recruiter, letting them know they will be making the call (day and time).

##### Reference Check – Classified

Suggestions:

- Include “students,” in question 3;
- Delete, “and in what areas could they improve?,” from question 4;

- Add question: In what areas can the candidate improve on if offered professional or staff development?
- Place an \*to include the following sentence "Should caller ask a reference about a specific skill or skill set, this questions must be asked for each candidate and their references."

#### Reference Check – Faculty

##### Suggestions:

- Incorporate, "Do you know if this candidate relates differently with Student Services staff and/or Library staff?"
- Include faculty in question 4
- Delete, "and in what areas could they improve?," from question 5;
- Add question: In what areas can the candidate improve on if offered professional or staff development?
- Place an \*to include the following sentence "Should caller ask a reference about a specific skill or skill set, this questions must be asked for each candidate and their references."

#### Reference Check – Manager

##### Suggestions:

- Add students and union representatives to question 3.
- Delete, "and in what areas could they improve?," from question 4;
- Add question: In what areas can the candidate improve on if offered professional or staff development?

- - a. Sample Interview Questions
  - b. Hiring Smart Workshop – PowerPoint

3. Round table

All

Next meeting date: Thursday, May 22, 2014, DACR