



# **CLASSIFIED REPRESENTED HIRING PROCEDURES**

**(FULL-TIME AND PART-TIME)**

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Additional copies of these procedures may be obtained from the District Intranet or by contacting the Office of Human Resources

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**Classified Represented Hiring Procedures  
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**TABLE OF CONTENTS**

<b>Section</b>	<b>Page Number</b>
I. Introduction	3
A. Philosophy	3
B. General Principles	3
II. Identification of Vacant Positions	4
III. Development of the Job Announcement	4
A. Elements of the Job Announcement	5
B. Special Requests	6
IV. Recruitment	7
V. Application Process	9
A. District Application Form	9
B. Supplemental Application/Questionnaire	9
C. Other Application Materials	9
D. Re-Opened Searches	10
VI. The Screening Committee	10
A. Appointment of Screening Committee Members	10
B. Screening Committee Chair, Size and Membership	10
C. Screening Committee Orientation	11
VII. Close of Recruitment Process	13
A. Application Review	13
B. Minimum Qualifications Review	13
VIII. Screening of Application Materials	14
A. Screening Process	14
IX. Screening of Candidates	14
A. Oral Interview	14
B. Selection of Finalists	14
C. Interview Documentation	15
D. Criteria for the Recommendation of Finalists	15
E. Final Interviews and Reference Checks	16
X. Approval Process	17
<i>Appendix A: Role of the Screening Committee Chair</i>	18

# Chabot-Las Positas Community College District Classified Represented Hiring Procedures

## I. INTRODUCTION

### A. Philosophy

It is the philosophy of the Chabot-Las Positas Community College District that classified represented hiring procedures and guidelines be established (for full time and part time positions) which provide for the employment of highly qualified individuals who are knowledgeable in their specific area, who are skilled in performing the essential functions of the job, and who can assist in the effort to foster overall college effectiveness.

In addition, the governing board, represented by the administration, has the principal legal and public responsibility for ensuring a fair and effective hiring process. To that end, it is our philosophy that the responsibility for selecting well qualified individuals involves the effective participation of appropriate personnel in the required phases of the hiring process.

### B. General Principles

The following principles shall guide all activities related to the screening and selection of new employees:

1. The Chabot-Las Positas Community College District is committed to providing full, objective, and equal access to its recruitment and selection process for all applicants, regardless of race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, or marital status. The District is an Equal Opportunity Employer that fully respects and values the diversity of cultures, language groups and abilities of its surrounding communities and student body.
2. The District actively seeks applicants who demonstrate the required technical expertise, preparedness, competence, respect, and sensitivity that will enable them to effectively work in a multi-cultural, multi-lingual educational environment. The Board of Trustees, managers, faculty, and classified staff share the responsibility for ensuring equal opportunity practices throughout the screening and selection process.
3. Emphasis is placed on the responsibility of the classified represented employees to ensure the quality of their classified peers.
4. Hiring decisions shall comply with Federal and State laws, State administrative regulations, and the District commitment to equal opportunity, fairness, inclusion, respect of all candidates, and objectivity throughout the selection process.
5. Classified represented and other appropriate personnel participate effectively in their respective roles throughout the process.
6. Between the announcement of a vacant position and the selection of a candidate for hire, there is sufficient time to allow for a thorough, complete and thoughtful search.

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

7. All participants in the selection process receive appropriate training in equal opportunity and legal selection procedures so that fair and equitable treatment of all individuals can be ensured.
8. Individuals, regardless of race, ethnicity, gender or language group, who are knowledgeable about and responsive to the College and District commitment to equal opportunity, are included on Screening Committees. Screening Committee membership shall be diverse, in order to broaden perspectives and to better represent the District commitment to equal opportunity.
9. Final hiring decisions are made and promptly communicated to the Screening Committee.
10. The Screening Committees and hiring administrators shall maintain confidentiality throughout and following completion of the selection process.

### **II. IDENTIFICATION OF VACANT POSITIONS**

The Chancellor, or designee for the District Office, or the College President is responsible for identifying classified represented positions to be filled, through use of a thoughtful and well defined planning process. The planning process shall be described in writing and involve classified represented employees, as appropriate.

To implement the results of the planning process, the Position Request (requisition) document shall be completed and submitted to Human Resources. The form will provide for the official approval of positions that are new to the Table of Organization, replacement of existing positions, and modification of existing positions. It will also provide for general position information, justification and fiscal considerations.

### **III. DEVELOPMENT OF THE JOB ANNOUNCEMENT**

The job announcement (emphasis on minimum qualifications per the class specification; desirable skills and attributes; and duties and responsibilities), will be developed by the appropriate hiring administrator. The draft announcement is forwarded to the Office of Human Resource Services for review, along with the Request to Announce document.

The Director of Human Resource Services or designee (as the District's Equal Employment Opportunity Officer) may recommend changes in the draft announcement to ensure that there is nothing in the "desirable qualifications" that may adversely effect individuals based on race, ethnicity, religion, gender, national origin (including language limitations), disability, age, sexual orientation, and/or marital status. The recommendations will be discussed with the hiring administrator. In general, changes to job duties that do not materially change the nature of the work or minimum qualifications will be considered.

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

The Office of Human Resource Services will review the draft document to assure overall compliance with legal standards, and will then prepare a final job announcement. The final document will be forwarded to the hiring administrator for a final review, and any substantive changes will be noted. The hiring administrator will notify the Office of Human Resources of its agreement with the final job announcement and the document will be prepared for publication.

Staff in the Office of Human Resource Services will provide a range of technical services, training and consultation, as appropriate, to assure that the job announcement, recruitment activities and screening/selection process, criteria, forms and documentation comply with applicable current laws and regulations, as well as District policies and procedures.

### **A. Elements of the Job Announcement**

The classified represented job announcement shall include the following information:

#### **A. General Information**

1. Application and Selection procedures
2. Official District application form
3. Summary of Benefits
4. Information about the District and the Colleges
5. District statement of commitment to equal employment opportunity

#### **B. Specific Information**

##### **1. Standard (template) job announcement text that includes:**

- a. The Position (job title, department, location)
- b. Department information
- c. Description of the primary duties and responsibilities (essential functions) of the position
- d. Minimum qualifications (per the class specification)
- e. Additional, job related (bona fide occupational qualifications), skills and qualifications such as:
  - i. Licenses or certificates
  - ii. Special fields of training and/or experience
  - iii. Specific experience
  - iv. Other job-related knowledge, skills and/or abilities as appropriate
- f. Assignment (time base, desired starting date)
- g. Salary (special funding information. e.g. grant or categorically funded positions where continued employment is subject to such funding.)
- h. List of required supplemental application materials, e.g. cover letter, resume, transcripts (unofficial copies are sufficient for application; official transcripts are required for hire)
- i. Closing date

## Chabot-Las Positas Community College District Classified Represented Hiring Procedures

2. A State-mandated requirement of a sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, and ethnic backgrounds of community college students (Title 5 regulations, section 53022).

### B. Special Requests

Special requests fall into several categories; however, most require additional handling and/or additional consideration. Some examples of special requests that should be noted on the requisition include, but are not limited to:

1. Requests for expanded job announcement distribution through professional organizations or listing provided by the department/division.
2. Requests for additional advertising resources for specific outreach in a professional area and to ensure that all persons, including persons from monitored groups, are provided the opportunity to seek employment with the District.
3. Requests for the inclusion of a supplemental application/questionnaire section on the job announcement (to support decision by hiring administrator/screening committee to develop supplemental document and establish it as required document for *The Application Process*.)
4. Requests for in-district search (per Title 5 regulation section 53021(b)(1) “in-house or promotional only” recruitment shall not be used to fill any new opening described in section 53021 (a), except when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment, provided however, that no interim appointment or series of interim appointments exceed one year in duration.

## IV. RECRUITMENT

Classified represented employees are encouraged to use their professional networks to promote positions advertised on the District’s website.

Classified represented positions will be advertised for a minimum of three weeks. For hard-to-recruit-for positions, an “Open Until Filled” option may be requested for consideration by the Office of Human Resource Services. In such instances, the job announcement will indicate a First Review Date. If a Closing Date is utilized, an extension may be approved by the Director of Human Resource Services (or designee), prior to the Closing Date, if it is determined by the hiring administrator that an adequate pool was not achieved. Inadequate in this instance is defined as an insufficient number of applications to allow for a competitive process, and/or insufficient breadth and depth of experience, or the pool is not diverse. (The Office of Human Resource Services will contact the Hiring Administrator near the Closing Date when the applicant pool numbers are low to request that the Hiring Administrator conduct a preliminary review of the applications. The Hiring Administrator may also initiate this action.)

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

*Note: Per Title 5, section 53023(b), after the application deadline has passed, the composition of the initial applicant pool shall be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory procedures. If necessary, the application deadline shall be extended and additional recruitment shall be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide for a full and fair opportunity for participation to a wide diversity of potential applicants. The analysis shall be conducted by the Office of Human Resources.*

*Per Title 5, section 53023 (c), before the selection process continues, the composition of the qualified applicant pool shall be analyzed to ensure that no monitored group is adversely impacted pursuant to section 53001(a) – “Adverse impact” means that a statistical measure (“4/5<sup>ths</sup>” or “80 percent rule” as outlined in the Equal Employment Opportunity Commission’s “Uniform Guidelines on Employee Selection Procedures”) is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison. The analysis shall be conducted by the Office of Human Resources.*

*If adverse impact is found to exist, the District Chancellor (or designee) or College President (or designee) shall take effective steps to address the adverse impact before the selection process continues. Such steps may include, but are not limited to:*

- (1) extending the deadline and undertaking inclusive outreach efforts to ensure that members of the adversely impacted group have equal opportunity to seek employment with the district;*
- (2) including all applicants who were screened out on the basis of any locally established qualifications beyond the state minimum qualifications which have not been specifically demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law or which are not among those which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.*

*Per Title 5, section 53023 (d), if adverse impact persists after taking steps required as indicated above, the selection process may proceed only if:*

- (1) the job announcement does not require qualifications beyond the statewide minimum qualifications; or*
- (2) locally established qualifications beyond state minimum qualifications, if any, are demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law and suitable alternative selection procedures to reduce the adverse impact were unavailable; or*
- (3) the particular qualification beyond statewide minimum qualifications which are used in the job announcement are among those which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.*

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

*Per Title 5, section 53023(e), the district may not advertise or utilize in future hiring processes for the same position or a substantially similar position any locally established qualifications beyond state minimum qualifications that the district was unable to verify unless such qualifications are so verified in advance of commencing any such future hiring process.*

Following the review and approval process, the publication of the job announcement will be completed in order to take advantage of job fairs and other similar events that enhance the district's recruitment efforts. Where and when advertising is placed will depend on several factors including resources available, lead time required for each publication, time constraints with the District, past experience within the specific area and past experience with the advertising type. The requirement of open recruitment shall apply to all full-time and part-time openings.

### **V. APPLICATION PROCESS**

#### **A. District Application Form**

All applicants must complete and submit an online application to be considered for each opening. Applicants must submit a separate online application form for each opening for which they apply,

Applications are to be filled out completely to be considered. An attached resume (or indicating "see attached resume" on the application form) cannot be substituted for answers on the application form. Application forms completed in this manner will be rejected as incomplete.

#### **B. Supplemental Materials**

Any supplemental materials must be submitted as a part of the online application packet

#### **C. Other Application Materials**

If required, one unofficial copy of transcripts must be submitted with the online application form, showing minimum qualifications are met (per the class specification). (An official transcript is required prior to date of employment with the District.)

#### **D. Re-opened Searches**

Re-opened searches are those that have proceeded to the point of Screening Committee deliberations. Under unusual circumstances, the decision to re-open a search signifies that the committee was not able to identify a viable applicant pool for consideration.. Re-opened searches require the hiring administrator's consultation with the Director of Human Resource Services (or designee) and shall be given careful consideration.



**VI. THE SCREENING COMMITTEE**

**A. Appointment of Screening Committee Members**

Screening Committee members will be collaborative. The appointment of Classified Confidential and Classified Supervisors on the Screening Committee will be proposed by the Hiring Administrator. As appropriate, Faculty members on the Screening Committee will be proposed by the Academic Senate, one of whom shall be a representative of the Chabot-Las Positas Faculty Association. Classified Represented employees needed to serve on the Committee will be decided by the Service Employees International Union (SEIU), Local 1021, in collegial consultation with the Classified Senate as necessary to ensure adequate representation, with the final decision resting with the Union.

As appropriate, student representation will be proposed by the President of the Associated Students. The District Chancellor (or designee) or College President (or designee) will appoint the Screening Committee upon review of the proposed Committee members.

**B. Screening Committee Chair, Size and Membership**

The chairperson of the Screening Committee for supervisory/confidential positions shall be selected by the Chancellor or designee for District Services, and by the President or designee for the College.

The minimum size of the Screening Committee shall consist of the following membership for the particular group:

**a. Classified Represented**

One (1) administrator appointed by the hiring manager. An additional administrator may be appointed by the hiring manager – in consultation with the administrator’s supervisor.

Two (2) classified represented employees

One (1) faculty member (as appropriate)

One (1) classified supervisor or classified confidential may be appointed by the hiring manager

Screening Committee members may include, as needed, community persons, consultants, or personnel from other colleges or districts. Additional members may be added as determined by the District Chancellor or College President, or their designee.

The membership of the Screening Committee shall not include the employee who is vacating the position.

The names of the members of the Screening Committee, and the category they represent, shall be provided to the Office of Human Resource Services for review and approval at the time of submission of the Request to Announce document.

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

The Screening Committee will:

1. Include a diverse membership (to the extent possible) which will bring a variety of perspectives to the assessment of applicant qualifications.
2. Require the hiring administrator to act as the EEO liaison to Human Resource Services, in order to assist the Committee in its compliance with equal employment opportunity policies and practices;
3. Recognize the Hiring Administrator (or designee) as the Chair of the Committee;
4. Require members to attend all Committee meetings and participate in all phases of the screening and selection process; and
5. Include all members in votes that are taken and decisions that are made throughout the Committee process.

### **C. Screening Committee Orientation**

All members of the Screening Committee will receive training in compliance with Title 5 at the beginning of the process, in a manner approved by the Director of Human Resource Services which will include the following types of information:

1. The importance of confidentiality and how it shall be reinforced throughout the process. Emphasis shall be placed on the following:
  - a. requiring the highest level of sensitivity on the part of the committee members regarding the need for confidentiality for the entire selection process;
  - b. protecting the rights and reputations of the candidates, and the non-sharing of ratings and comments made by committee members; and
  - c. maintaining strict confidentiality regarding the interview questions and the topic(s) of any work sample(s), in order to provide equal opportunities for all candidates.
2. The reporting of violations of the process to the District Chancellor or College President, and the Director of Human Resources for appropriate action, if the Screening Committee member believes any have occurred.
3. The disbanding of the Committee by the District Chancellor or College President if it has been determined that confidentiality has been breached or if it has been determined that prejudicial statements are repeated after a warning.
4. The District's commitment to equal employment opportunity, including procedures and techniques to assure fairness and objectivity, avoidance of adverse impact, and the inclusion of qualified candidates regardless of race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, or marital status.

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

5. The respective roles, contributions and responsibilities of each Screening Committee member in assuring fair, objective and equal treatment of all candidates.
6. A review of the selection process, its steps, projected timelines, and requirements for legal documentation of the Committee screening and selection of candidates.
7. The technical aspects of the process, including review of the knowledge, skills and abilities (KSA's) and the Duties and Responsibilities that will be used to determine the screening criteria, procedures, job-related interview questions and skills demonstrations; rating criteria, appropriate forms and documentation. The Office of Human Resource Services is available to provide technical assistance to the Committee in all aspects of the process.
8. The legalities and procedures related to the selection of candidates as "finalists."
9. The guidelines regarding the procedures, current law, confidentiality and documentation required for reference checking.

The Screening Committee will utilize the time following the orientation to: (1) establish the screening process; (2) calendar steps in the process (including the screening application period, meeting to discuss the selection of candidates for first level interview, date to notify the candidates, and the interview schedule); (3) develop the screening criteria; (4) prepare the rating sheet; (5) develop job-related questions; and (6) develop additional assessment techniques (including demonstrations) as applicable..

Some criteria, which might be considered are: (1) educational experience (breadth and depth); (2) working experience (breadth and depth); (3) sensitivity to, and knowledge of, a diverse student body; (4) demonstrated ability to work cooperatively with others; (5) experience in working with people who are diverse in terms of race/ethnicity, culture, and language; (6) professional growth activities; and (7) specialized skills training.

Interview questions and skill demonstrations will comply with current law; be based solely on bona fide, job-related knowledge, skills and abilities (KSA's) as stated in the job announcement; and will be appropriate to the subject matter. Interview questions and skill demonstrations should be job-related, based on the required knowledge, skills and abilities, unbiased, and should have the following characteristics:

1. Be open ended in order to prompt full and complete responses from the candidate.
2. When appropriate include pre-determined "key response elements" that can be used by the Screening Committee to evaluate the quality of the candidate's responses. "Key response elements" are lists of desired responses that the Screening Committee can listen for in order to guide their rating and documentation.

**VII. CLOSE OF THE RECRUITMENT PROCESS**

**A. Application Review**

After the closing date and committee orientation, the Office of Human Resource Services will release the online applicant pool to the Hiring Administrator.

**B. Minimum Qualifications Review**

The Hiring Administrator will have responsibility for the minimum qualifications review. For those applications in which the minimum qualification requirement is not clearly indicated in the application packet, it is subject to review by the Screening Committee members and a decision made for inclusion or denial. Applicants whose materials were reviewed by the Committee and found to not meet the minimum qualification requirement, shall not have the screening criteria applied or a score recorded on the rating sheet.

**VIII. SCREENING OF APPLICATION MATERIALS**

**A. Screening Process**

Using the screening criteria developed by the Screening Committee, based on the KSA's, and Duties and Responsibilities, all members of the Committee shall: (1) independently review all completed applications; (2) record their results on the rating sheet; (3) participate in the selection of those applicants who most closely meet the stated requirements and desirable skills and attributes as listed on the job announcement.

Following the screening of the online application materials and the selection of candidates for the First Level Interview, the Chairperson or designee shall immediately notify the successful candidates of the particulars (date, time, location), regarding the First Level Interview. The Chairperson or designee is responsible for updating the online application status for each candidate to trigger the automated notification process for applicants not selected for further consideration. Results of the paper screening process shall be tabulated by the Chairperson or designee on a summary sheet indicating the points awarded by each committee member to each candidate, the total points per candidate, and the "natural break" or cutoff score for those selected for an interview.

**IX. SCREENING OF CANDIDATES**

**A. Oral Interview**

**First Level Interview**

The purpose of the First Level Interview is to evaluate the professional competence, technical proficiency, sensitivity to ethnic diversity, and where appropriate community college issues,

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

professional activities, and other characteristics of the candidates as stated in the position announcement.

Each Screening Committee member shall document the quality of the candidates' responses and assign a score based on the value determined by the Committee for each question.

All pre-determined interview questions and skill demonstrations with key response elements, and other screening components of the selection process should be directly related to the required and desirable knowledge, skills and abilities of the job, as listed in the job announcement.

The same set of pre-determined interview questions (and skill demonstrations) shall be used to screen each candidate. Questions and associated scoring values shall be submitted to the Director of Human Resource Services (or designee) for review and approval. The Committee may ask appropriate follow-up questions to clarify a candidate's response to a question, or may ask job-related questions about information contained in the application materials; however, Committee members should assure that all candidates are provided an equal opportunity for clarification and elaboration on matters related to their background and/or responses to questions.

All members of the Screening Committee shall be present during all of the interviews. If a Committee member is unavoidably absent and interviews cannot be rescheduled, the remaining Committee members may proceed without that member for the remainder of the process. Whenever that absence disrupts the balance of the Screening Committee membership, the Chair and Director of Human Resource Services (or designee) will decide on a course of action. The course of action decided upon should be documented and included in the application materials at the conclusion of the hiring process.

### **B. Selection of Finalists**

Following the conclusion of all of the interviews, the Screening Committee members shall independently complete their scoring for each candidate. Their results will be recorded with the other members' scores. Utilizing the deliberations process, discrepancies in the ratings will be addressed. The resulting ratings will be reviewed and a "natural break" identified which will indicate the most qualified candidates, and that number of candidates will be advanced to the Second Level Interview phase. The names will go unranked to the Second Level Interview Committee. Of the recommended candidates whose names are sent forward, the Second Level Interview process may result in any one of the candidates being hired for the position. Results of the first level interview process shall be tabulated by the Chairperson or designee on a summary sheet indicating the points awarded by each committee member to each candidate, the total points per candidate, and the cutoff score or "natural break" for those selected as finalists.

### **C. Interview Documentation**

An interview/skill demonstration rating form should be completed and signed by each member of the Screening Committee in order to document the quality of each candidate's responses. The

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

Screening Committee Chair is responsible for reviewing all of the completed rating forms to assure that comments made by Committee members relate only to job-related criteria.

At the conclusion of the interviews and skill demonstrations, the Committee Chair shall compile all of the rating forms, Committee member notes and other written documentation of the process into a final and confidential Committee record that will be sealed and maintained in the Office of Human Resources for a period of three (3) years as required by law.

The Hiring Administrator (or designee) shall be responsible for the completion of the Applicant Pool List No. II form and the submission of a copy to the Office of Human Resources, along with the application materials for those candidates who are not being recommended to advance to the Second Level Interview stage as a Finalist. Upon receipt of a copy of the Applicant Pool List, the Office of Human Resources will immediately issue a standard letter to those unsuccessful candidates. The Hiring Administrator shall forward the required materials to the Office of Human Resources to avoid the delay of the appropriate notification to the unsuccessful candidates.

### **Out-of-Area/ Out-of-State**

Following the conclusion of the deliberations of the First Level Interview, the hiring administrator shall notify the candidates who have traveled to the interview from outside the area or from outside the state, of the results. Those successful candidates will advance to the Second Level Interview and keep the appointment previously scheduled for them.

Notification shall be by phone, or in person, and care should be taken to notify the candidates as soon as possible that their status at the Second Level has been determined.

Finalists from out-of-state should be asked to complete the fingerprint process while they are in California in order to expedite the hiring process if they are the successful candidate.

### **D. Criteria for the Recommendation of Finalists**

Several factors are to be considered by the Committee in selecting candidates who will be forwarded as finalists to the Second Level Interview. In the case of candidates new to the specific area, the Committee shall consider the candidate's potential to develop knowledge and skills. The selection should be based on a combination of the information contained in the candidates' application materials, the interview performance, and results of the skill demonstration or other pre-determined, job-related Committee assessment tool. Such factors as the following shall be considered:

1. Demonstrated professional competence
2. Scope and quality of professionalism
3. Experience and skills related to the position

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

4. Demonstrated skill and preparation to work in a multicultural, multi-lingual educational environment, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

The Screening Committee should be encouraged to engage in a full, frank, and complete discussion about each candidate interested in a Classified Represented position. This discussion should include an analysis of the candidate's paper application and qualifications, the candidate's interview, and the results of any skill demonstration or other pre-determined, job-related Committee assessment tool.

The Screening Committee will select candidates as finalists who most closely meet the selection criteria, who are well qualified in the opinion of the Committee and who most likely would be successful if selected for the position. The names of the finalists shall be forwarded unranked to the Second Level Screening Committee. If only one candidate is deemed acceptable as a finalist, the Committee will submit its reasons in writing and forward them to the District Chancellor (or designee) or College President (or designee), who will review the screening process with the Screening Committee Chair. Finalists shall be forwarded to the District Chancellor (or designee) or College President (or designee) in his/her role as Chair of the Second Level Interview process.

The following items shall also be forwarded to the District Chancellor (or designee) or College President (or designee) along with the finalists' names, unranked:

1. Originals of each finalist's application materials
2. A list of the interview questions and key response elements used to interview candidates
3. Information about any job-related issues that can more effectively be discussed during the Final Interview

The District Chancellor (or designee) or College President (or designee) may also request the Committee interview and skill demonstration rating forms or other documentation from the First Level Interview Screening Committee process.

### **E. Final Interviews and Reference Checks**

The hiring administrator shall make the arrangements to schedule the Second Level Interviews on the District Chancellor's (or designee's) or College President's (or designee's) calendar. Interviews should be scheduled within a reasonable time frame after the finalists have been selected by the First Level Interview Screening Committee.

### **Second Level Interview**

The Second Level Interview committee shall consist of the District Chancellor (or designee) or College President (or designee) serving as the Chair (or designee), the Vice Chancellor or appropriate Vice President (Instruction or Student Services), the Hiring Administrator, and the

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

Chair (if not already represented). The need for additional members on the Second Level Interview committee shall be determined by the District Chancellor or College President, with consideration given to appropriate representation. Names of committee members shall be documented and included in the screening hiring materials returned to the Office of Human Resource Services.

Members participating on the Second Level Interview Committee are required to attend all Final Interviews.

Reference checks on all finalists will be conducted by the hiring administrator. The responsibility shall not be delegated. Faculty and staff are not authorized to conduct the reference checks.

The District Chancellor (or designee), College President (or designee), or hiring administrator will discuss the final recommendation with the Chair of the First Level Interview Screening Committee prior to submission to the Office of Human Resource Services and Board of Trustees.

If the District Chancellor (or designee) or College President (or designee) does not select a finalist, the District Chancellor (or designee) or College President (or designee) shall meet with the Screening Committee to explain the non-selection. The Committee may elect to review the pool of candidates and recommend additional finalists, or the District Chancellor (or designee) or College President (or designee) may re-open the hiring process.

### **X. APPROVAL PROCESS**

Following selection of the final candidate, the District Chancellor (or designee) or College President (or designee) shall submit formal notification of the selection to the Office of Human Resource Services for placement on the Board Agenda. The hire of the candidate is not final until action is taken by the Board of Trustees at an announced Board Meeting.

The hiring manager shall contact the unsuccessful finalists.

The Office of Human Resources will contact the selected individual in a timely fashion regarding employment information, required verifications, contracts, fringe benefits, and other employee services.



## Chabot-Las Positas Community College District Classified Represented Hiring Procedures

### APPENDIX A

#### Role of the Screening Committee Chair

Members of the Screening Committee are selected pursuant to the appropriate hiring procedures. The Screening Committee Chair has the following responsibilities:

- ❑ Schedule all Committee meetings; notify Committee members of all meeting times, locations and agenda items
- ❑ Conduct all Screening Committee meetings
- ❑ Confer with the Office of Human Resources for Committee training, technical guidelines and information) before and during the process regarding all matters related to:
  - ✓ Equal Employment Opportunity guidelines and implementation
  - ✓ Safeguards against bias and adverse impact in selection criteria and during the process
  - ✓ Forms to be used during the process
  - ✓ Review of application materials
  - ✓ Development of interview questions, key response elements, and skills demonstrations
  - ✓ Establishment of the “interview environment”
  - ✓ Committee deliberations, decisions and documentation of the process
  - ✓ Technical and procedural matters relating to the online application and screening process.
- ❑ Confer with Committee member(s), at any time during the process, regarding any breach in procedure
- ❑ Provide orientation and training to Committee members, in collaboration with Human Resources staff on such matters as:
  - ✓ Committee procedures
  - ✓ The importance of confidentiality
  - ✓ Techniques of job analysis, determination of screening criteria, development of screening forms and rating systems, documentation, determination of finalists and other activities related to the process
- ❑ Ensure the review of the minimum qualifications
- ❑ Guide Screening Committee members through the procedures in compliance with District policies and procedures
- ❑ Reinforce the importance of confidentiality, non-bias, and equal opportunity in all steps of the process

## **Chabot-Las Positas Community College District Classified Represented Hiring Procedures**

- ❑ Confer with Human Resources staff regarding Committee membership, training, and orientation; recruitment resources; technical assistance; documentation of the process, and timelines
- ❑ Confer with the hiring manager regarding timeliness of applicant notification letters at various points in the process (all applicant notification letters should be signed by the Office of Human Resources or the Hiring Administrator)
- ❑ Review Screening Committee documentation of the process, compile all forms and paperwork, and forward the complete and confidential Screening Committee record to the designated office for the required three-year storage

### Equal Employment Opportunity Employer

It is the policy of this District to provide equal opportunity in all areas of employment practices and to assure that there shall be no discrimination against any person on the basis of sex, ancestry, age, marital status, race, religious creed, mental disability, medical condition (including HIV and AIDS), color, national origin, physical disability, family or sexual preference status and other similar factors in compliance with Title IX, Sections 503 and 504 of the Rehabilitation Act, other federal and state non-discrimination regulations, and its own statements of philosophy of objectives. The District encourages the filing of applications by both sexes, ethnic minorities, and the disabled.