

Human Resources Operational Procedures	OPXX-XX
Hiring Procedures for Classified Personnel	Effective: Revised:

Hiring Procedure

The College/District Office will maintain a standard procedure for selecting qualified applicants:

- Applications will be screened by District Office Human Resources for packet completion and minimum qualifications. Only applicants who have submitted a completed packet and meet the minimum qualifications for the position will be forwarded for consideration by the Screening Committee.
 - All documentation required to complete an application must be included in the online application packet by the announced first review filing deadline. This must include:
 - Completed Online Application for Employment form
 - Current resume
 - List of six (6) professional references – Listed on application form
 - And may include, when applicable:
 - Letter of interest (Cover letter)
 - Copy of legible transcripts
 - Evidence of certification, education and/or other qualification(s)
 - Proof of equivalency
- The Screening Committee shall not exceed five (5) members, except when a technical expert is necessary and will include:
 - Area Manager/Director
 - Two (2) classified staff (one from the division, department, or area and one from outside the department/area)
 - May include an outside technical expert, when necessary upon request of Screening Committee
- Screening Committees will be formed for hiring all permanent Classified positions.
- If serving on a Screening Committee, the same members will remain throughout the entire process. No new members can be added after the initial screening of applications.
- Screening Committees, whenever possible, are to include members of historically under-represented groups, keeping in mind gender, race and ethnicity.
- Screening Committees are to be trained in appropriate screening and interviewing techniques, including equal opportunity goals and hiring procedures for classified staff. Screening and interviewing will conform to these techniques and procedures. Job-related questions will be prepared in advance by the Screening Committee and will be approved the College/District Office Human Resources Officer.
- The Screening Committee Chair will conduct the telephone reference checks with someone who has the ability to evaluate the applicants work habits. Reference checks shall be uniform for each position, and may include inquiries regarding professional development, professional experience and personal characteristics relevant to job performance.
- CSEA contract language will be followed with regard to hiring pools and deadlines.
- The Screening Committee Chair will lead the discussion of the qualifications of the candidates.

- If the Screening Committee cannot recommend any of the applicants based on the hiring criteria, the hiring process may be reopened.
- The college president/designee shall conduct a second level interview the applicants recommended by the Screening Committee.
- All materials used in the screening process for a position shall be incorporated into a single file and maintained by the site Human Resources Office for at least three (3) years.

Recruitment Procedure

The Human Resources office shall work with recruiting sources and organizations to ensure that members of historically underrepresented groups are aware of openings and are submitting applications.

Equal Employment Opportunity Analysis

The District will annually review the Equal Employment Opportunity Plan and revise as appropriate to address any problems with regard to recruiting a diverse workforce on the schedule provide by the State Chancellor's Office.

- The Equal Employment Opportunity Advisor Committee will review Staff Availability Data and other relevant data for the purposes of advising the District and assisting in its commitment and goals in achieving equal employment opportunities.

Approval for Implementation: