

HIRING TRAINING: SCREENING COMMITTEES



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Cypress College
Fullerton College
North Orange Continuing Education

Rev 11/1/2019

AGENDA

District Policies and Procedures

Hiring Process

Committee Responsibilities

HR Screening

Committee Screening

Interviews

Reference Checks

DISTRICT POLICIES & PROCEDURES

- **BP 3410: Non Discrimination**
- **BP 7310: Nepotism**
- **BP 7100 Commitment to Equal Employment Opportunity & Diversity**
- **BP 7110: Authority to Hire**
- **AP 7120-1: Tenure Track Hiring (under construction)**

DISTRICT POLICIES & PROCEDURES

- **AP 7120-2: Adjunct Faculty Hiring (under construction)**
- **AP 7120-3: Classified Employee Hiring**
- **AP 7120-4: Management Employee Hiring**
- **AP 7120-5: Interim Appointment to Vacant Management Position**
- **AP 7210-1: Equivalency**

THE HIRING PROCESS



ELEMENTS OF THE PROCESS

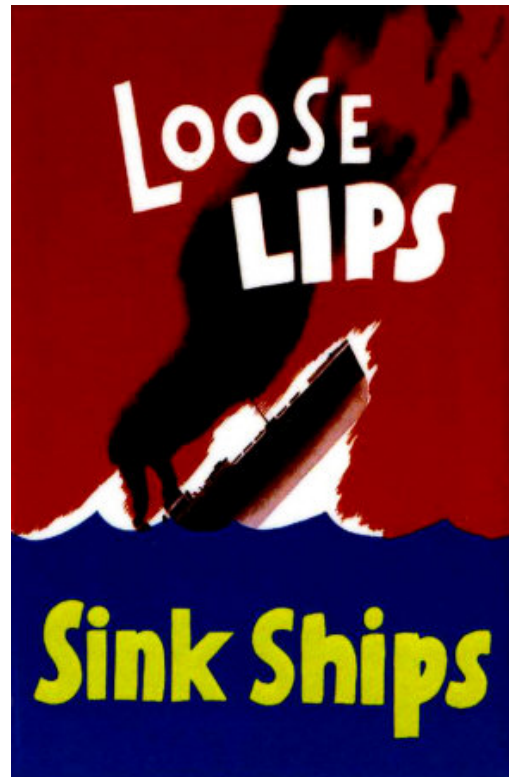
- Request to Advertise Approved
- Hiring Committee Formed (per policy)
- Job Posting Created
- Advertising
 - Classified/Confidential – minimum 10 business days
 - FT Faculty and Management – minimum 6 weeks
- Application Screening (HR & Committee)
- Formal Interviews
- Performance Tests (optional)
- Final Interviews
- Reference Checks

Note – each hiring policy has specific guidelines for the steps in the process.

COMMITTEE RESPONSIBILITIES



MAINTAIN CONFIDENTIALITY



CONFIDENTIALITY

- Do not discuss
- Do not release
- Refer all hiring inquiries

CONFIDENTIALITY

- **Violations are subject to discipline**
- **Confidentiality Agreement**
- **Any staff member who is involved in the administration of the hiring process**

CONFLICTS OF INTEREST

- **Related by blood or marriage**
- **Other relatives and close personal friends**
- **A financial relationship**

CONFLICTS OF INTEREST

- **These relationships will prevent you from being a member of a hiring committee**
- **You are responsible**
- **Unfair hiring practice**

RESPONSIBILITIES OF THE CHAIR

- **Maintain compliance**
- **Schedule and facilitate**
- **Review committee responsibilities**
- **Create and maintain confidential file folders**
- **Submit all hiring material to HR**
- **Create rating sheets**

RESPONSIBILITIES OF THE CHAIR

- Evaluate applications
- Submit Interview Candidates for District HR approval (Faculty Positions Only)
- Schedule interviews
- Return ALL committee materials to District Office of Human Resources

RESPONSIBILITIES OF COMMITTEE MEMBERS

- **Actively participate**
- **As a committee, develop desirable qualifications (Management & Faculty)**
- **Desirables MUST include DQ related to diversity, equity and/or inclusion**
- **As a committee develop hiring material**
- **Evaluate applications**

RESPONSIBILITIES OF COMMITTEE MEMBERS

- **Participate in the interviews**
- **Participate in final selection**
- **Maintain Confidentiality**
- **Be fair & consistent**
- **Notify the EEO representative or HR if you become aware of an unfair or biased hiring/selection action**
- *Provide recruitment suggestions!*

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPRESENTATIVE RESPONSIBILITIES

- **Monitor hiring/selection process**
- **Report allegations of noncompliance**
- **Management non-voting member**
- **Classified Recruitments Chair/EEO Representative**

Recruitment Efforts

- ACCCA
- CalJobs.ca.gov
- CASBO
- CCCRegistry.org
- Chronicle of Higher Education
- CommunityCollegeJobs.com
- DisabledPerson.com
- DiverseEducation.com
- EdJoin.com
- HigherEdJobs.com
- IMDiversity.com
- Indeed.com
- InsideHigherEd.com
- Los Angeles Register
- Monster.com
- NOCCCD Website
- OC Register
- The Press Enterprise (Riverside)
- Simplyhired.com
- TribalCollegeJournal.com

➤ **Sample list – does not represent all recruitment efforts**

HR SCREENING



APPLICATION SCREENING BY HUMAN RESOURCES

- Postings close at 11:59 pm
- Confidential Record
- Review relatives
 - Board Policy 7310: Nepotism
 - CSEA Contract for classified positions
- Review criminal convictions

HR CLEARANCE OF APPLICATIONS

- **Management & Classified:**
 - HR will screen MQs and complete applications
- **Faculty:**
 - Hiring Committees will screen
 - HR will screen interview candidates

SCREENING APPLICATIONS



SCREENING APPLICATIONS

- **Essential job functions**
- **Desirable qualifications**
- **Other current educational qualifications, certifications or licenses**
- **Evidence of recent experience performing priority job duties**

SCREENING APPLICATIONS

- Evidence of experience in specific types of organizations or employment sectors
- *Clearly distinguish minimum qualifications from desirable qualifications.*
- *Prioritize four or five key criteria*

CREATING SCREENING CRITERIA

- **Screening criteria must be created directly from the job posting**
- **Must be Measurable**
- **Criteria must be directly related**
- **Provide weight values & rating scale**

REQUIRED SCREENING CRITERIA

- Commitment to Diversity will be a weighted screening criteria. The minimum weight value is 10% but can be more if you so wish
- Has this applicant demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation and ethnic backgrounds of community college students faculty and staff?

EXAMPLES

Administrative duties: Experience performing detailed administrative duties such as filing, sorting, typing, data input, and use of office equipment independently in support of one or more functional areas.

Please select 

Customer Service Exp: Evidence of customer service experience.

Please select 

Computer Skills - General: Evidence of skills with computer software (Word, Excel, Access, specialized programs, etc.), data entry, and office equipment (printer, scanner, copier, fax, etc.).

Please select 

Budget/PO Experience: Experience with tracking budgets and purchase processes, ordering supplies/equipment, and preparing purchase requisitions.

Please select 

Overall Application: Demonstrated skill in creating professionally presented application materials. Demonstrated ability to create well-formatted written materials using correct English usage, grammar, spelling, punctuation, and vocabulary.

Please select 

Commitment to Diversity: Has this applicant demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff?

Please select 

RATING SCALES

- **Default Rating Scale:**
 - Extensive/Excellent (5.0 points)
 - Good/Acceptable (4.0 points)
 - Average (3.0 points)
 - Limited/Minimal (2.0 points)
 - Unacceptable (1.0 points)

- **You can request a different scale**

SCREENING APPLICATIONS

- Clarify committee members' understanding of what to look for in applying each criterion
- *Evaluate applicants ONLY on the basis of the contents of their application package*
- Do not google applicants

SCREENING APPLICATIONS

- **Apply the rating criteria fairly and consistently**
- **Read all applications thoroughly**
- **Maintain confidentiality**
- **Ensure you are in a secure area**

SELECT APPLICANTS TO BE INTERVIEWED

- Consolidate ratings
- Discuss differences
- Determine how many applicants will be invited to the interview
- Do not skip over top-rated applicants

INTERVIEWS



HIRING SMART

- **Identify Core Competencies**
- **Discuss traits of a successful candidate**
- **Make a list of KSA's**

FOCUS ON RESULTS

- Shift the focus from experience to results
- Create questions that require specific examples
- Don't focus on years of experience

CONSTRUCTING EFFECTIVE QUESTIONS

- **Traditional Question :** Describe your experience (or “tell us about yourself”).
- **Results Based Question:** Give a brief overview of your experience as it relates to our position. Please describe your most significant accomplishment in a recent position.

SAMPLE QUESTIONS

- **Team:** Describe your experience working as a member of a team, the role you played, and the outcome of the project.
- **Professional Development:** Provide specific examples of how you have worked toward your own professional development.
- **Customer Service:** Tell us about a time when you had to deal with a particularly difficult individual on the job. How did you handle the situation and would you do anything different the next time?

-
- **Diversity:** How do you define diversity, inclusion, and equity? Explain how students, employees, and/or the college/district benefit from a campus environment that is diverse and inclusive.

(At least one diversity question must be included in the oral interview process)

- **Teaching Methods:** Please provide a specific example of a challenge you have encountered in the classroom that dealt with teaching a diverse student population, the steps you took to address it, and the learning outcome.
- **Ethics:** Please tell us about a time when you faced a difficult ethical dilemma on the job. How did you handle this situation? Would you do the same thing in the future?

WHEN CONSTRUCTING INTERVIEW QUESTIONS

- **Address conditions in the work environment**
- **Example: a department or function is undergoing significant change in use of technology, legislative or regulatory requirements, facilities, etc.**

PERFORMANCE TESTS

- **Examples**
- **Be creative!**
- **Must be job related**
- **Administered and applied consistently**
- **Scoring?**
- **Must be approved by HR**
- **Subject to reasonable accommodation**

PREPARING TO CONDUCT INTERVIEWS

- **Candidates are interviewing us**
- **Create a welcoming environment**
- **Ask about name pronunciation**
- **Make eye contact with the candidate**
- **Smile**

Note – the committee may decide to give candidates the questions to review 10-15 minutes before the interview; every candidate must have the same amount of time.

ITEMS TO REMEMBER...

- **Post a sign on the door**
- **Provide water**
- **Name cards**
- **Tissue Box**
- **Candidates may bring application materials, work samples, and notes**

Candidates may use these materials to support answers to specific questions.

ITEMS TO REMEMBER (CONT.)

- **Internal candidates treated the same as external candidates**
- **No surprise guests**
- **Language interpreters**
- **Interview Questions**
- **Sign language interpreters**

BEFORE INTERVIEWS BEGIN...

- **Review the job posting**
- **Assign questions to committee members**
- **Discuss general framework for successful responses to individual questions**
- **Before each interview, briefly review the candidate's application**
 - **Ok to print applications for interview candidates**

RULES FOR INTERVIEWS

- Be fair, consistent, and impartial
- Evaluate *only on the basis of performance during their interview*
- Write down information that weighs into your score value
- Do not discuss or write down non-relevant information
- Do not discuss candidates between interviews

FOLLOW-UP QUESTIONS

Follow-up questions may be asked only if they meet the following criteria:

1. The follow-up question is directly related to the original question
2. The follow-up question is directly related to something contained in their answer

You may also offer to repeat a question

THE EASY E'S

- **Expand**
- **Example**
- **Elaborate**

HOLD COMMITTEE DISCUSSION UNTIL...

- **Interviews have been completed**
- **Applicant evaluation sheets completed**
- **Each committee member determines which candidates he/she would recommend for final consideration**

NEXT STEPS IN THE PROCESS

- Finalist Interviews
- Reference Checks

Certification

I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment, and any other information or documentation submitted in conjunction with my application for employment is true and complete to the best of my knowledge. I understand that false or incomplete statements, or omissions of material facts in conjunction with this application for employment shall be cause for refusal of employment, or, if employed, cause for immediate dismissal.

I understand that as part of my application for employment, a thorough and complete background investigation will be conducted regarding my character, general reputation, personal characteristics, employment, work habits, driving record and educational background.

I hereby authorize the North Orange County Community College District to investigate my employment and educational background and all of the statements contained in my employment application and materials submitted in conjunction with my application for employment. I further authorize my previous and current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license to release to the North Orange County Community College District, any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization will permit positive as well as negative information to be released to the North Orange County Community College District.

I hereby hold the North Orange County Community College District harmless for its investigation of my employability. I further release from all liability former and current employers, educational institutions, persons whose names I have listed as references and public or private agencies with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics, employment, work habits, licensure and educational background.

I understand that if employed by the District, my fingerprints will be taken for a criminal records check. I also understand that if employed, I will be required to submit verification of my identity and authorization to work in the United States, and that additional information about me will be required for statistical purposes

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

dh

REFERENCE CHECKS



REFERENCE CHECKS

- **PeopleAdmin**
- **Who completes references?**
- **Not limited to references listed in application**
 - **Must speak to current supervisor**
- **Limit inquiries**
- **Must be completed before making a job offer**

CANDIDATES WITH DISABILITIES

- Every job announcement has the following information:
 - *Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4810 at least 3 business days in advance of the scheduled examination/interview date.*
- Do not ask questions about a disability
- Do not ask about its nature or severity
- Do not make notes

MAINTAINING THE INTEGRITY OF THE HIRING PROCESS

If you become aware of acts that violate confidentiality, fairness, or equal opportunity immediately notify:

Arturo Ocampo
District Director,
Diversity & Compliance
(714) 808-4820
aocampo@nocccd.edu

HOW TO ENSURE FAIRNESS

- **Be fair and consistent**
- **Legibly write down information that contributes to your numerical assessments**
- **Know your responsibilities**
- **Maintain confidentiality before, during, and after the process has been completed**

KEY TAKEAWAYS

- **All applications in the “Evaluate Candidate” workflow MUST be evaluated and the chair must ensure all evaluations are entered in PeopleAdmin**
- **Use evaluative criterion scores to identify interview candidates; don’t skip over top ranked applicants**
- **Cast a wide net when selecting interview candidates (12 minimum)**
- **All discussions must be based on performance during interview; no outside knowledge**
- **The diversity competency is a minimum qualification that must be assessed at all phases**
- **Do not shred hiring material, all hiring material must be forwarded to HR once the recruitment is complete**

**NOCCCD
CONFIDENTIAL
HOTLINE**

714-808-4838

NOCCCD

Human Resources

Lizeth Sanchez

714-808-4825