



CSEA 262 SELECTION COMMITTEE REPRESENTATIVE

Thank you for agreeing to represent your classified professional colleagues by serving on a college classified employee hiring committee. Your participating will not only benefit the college and the department recruiting the employee but all classified employees as well. Your participation is greatly appreciated by all. Chapter 262 respects the integrity and values of all classified professionals and honors the work you do for the college and for your classified colleagues.

As the selected representative for CSEA Chapter 262 on the selection committee, you need to be aware of your roles as both a committee member and as the CSEA representative. To help prepare you for this role, Chapter 262 has prepared this document. You must be a member of CSEA Chapter 262 to be selected to serve on a hiring committee, so your rights will be protected and you will be expected to report to CSEA 262 any concerns or comments you have about the process.

If you are uncomfortable with any of your responsibilities and feel you cannot serve as the Chapter's representative on this committee, contact the Chapter 2nd Vice President, President, or any Chapter Executive Board member immediately so the Chapter can seek a replacement.

Your Role As A Hiring Committee Member

Mt. San Antonio College is a public agency of the County of Los Angeles and is subject to the laws that govern the hiring of public employees as defined in the Education Code, Labor Code, Government Code, and other relevant codes and laws. Fortunately, you do not have to be a lawyer or understand all these codes and laws to sit on a hiring committee. You do, however, need a basic understanding of what is expected of you as a member of the hiring committee.

As a hiring committee member, you are expected to:

1. Attend Equal Employment Opportunity (EEO) training for members of selection committees.
2. Attend all committee meetings, including the orientation meeting, screening review, interviews, and any other relevant meetings.
3. Review job application packets to rank candidates according to established criteria.
4. Attend the compilation review meeting where all committee members will discuss the candidate rankings and determine which candidates will be invited to the interview.
5. Participate in the development of interview questions, the interview of candidates, and the selection of finalists to send to the appropriate administrator for final interviews.

The Human Resources resource person for your committee will explain to all committee members the process and criteria used to rank candidates and the selection of interviewees. One very important thing to remember is the hiring process is strictly confidential — forever — and you should never discuss with anyone any discussion about any of the candidates, even if the candidate is known to you. Discussing candidates is a violation of the rights of all applicants.

Your Role As A CSEA 262 Representative

As the CSEA 262 representative on a hiring committee, your role is to ensure the hiring process is fair and , to ensure the recruitment process honors the CSEA 262 collective bargaining agreement, and to protect the rights of the classified employees. You must feel comfortable in that role. As a classified member of a hiring committee, you may be part of a hiring committee that may include other classified employees, district management, senior administrators, and, albeit rarely, faculty.

While serving on a hiring committee, all participants have an equal part in the process. There are no ranks, no "superiors," and no "bosses." You have as equal a say in all things during the process as every other member of the committee regardless of their positions at the college. You should always feel free to express your ideas, opinions, concerns, or to ask questions at any time during the hiring process.

As the CSEA 262 representative, you are expected to:

1. Actively participate and contribute to the hiring process.
2. Feel free to express your opinions or concerns and to ask reasonable questions without persuasion, interference, or intimidation from anyone on the committee (including CSEA).
3. Ensure the discussion of candidates is fair and based solely on the information provided in the candidate's job application and that committee members do not bring prior knowledge of a candidate into consideration at any time during the process.
4. The interview questions developed by the committee do not ask the candidate to have prior knowledge of college policies, procedures, and practices.
5. The selection of candidates is not based on the candidate's race, gender, ethnicity, lifestyle, religious belief, or any other discriminatory criteria.
6. That all members of the committee maintain the confidentiality of all candidates.
7. Ensure that at no time the recruitment process violates provisions of the CSEA 262 collective bargaining agreement.
8. The selection of interview candidates is not one-sided or influenced in any way by another committee member or non-member, including CSEA.
9. If you believe there is any unfair or discriminatory practices, you should report these to the Vice President or Director of Human Resources or CSEA 262 immediately.
10. If you believe there are any violations of the CSEA 262 contract or the rights of classified employees, you should report these to the Chapter 2nd Vice President, President, or any member of the Chapter Executive Board.

If you ever have any questions or concerns about anything at any time during the selection process, you must feel comfortable raising these issues during the hiring committee meetings prior to interviews. If you feel these issues are unresolved or that your concerns have not been addresses or were ignored, immediately report your concerns to the CSEA 262 Chapter 2nd Vice President or President. However, remember not to discuss any details regarding the candidates.

Your Rights As A CSEA 262 Representative

As the CSEA 262 appointee to a hiring committee, you also have rights to protect you. At any time during the hiring process, if you feel your rights have been violated, contact the Chapter Vice President, President, or any member of the Chapter Executive Board and explain the situation.

Your rights as the CSEA 262 representative to a hiring committee include but are not limited to:

1. The right to participate. Under the Education Code, CSEA 262 has the right to appoint you to committees, so neither your immediate supervisor nor any college administrator can deny you from participating. If your supervisor has concerns about your participation, the supervisor should contact the Chapter Vice President to discuss the option of selecting another appointee. Your supervisor, however, does not have the authority to replace you or deny your participation.
2. The right to participate without interference. You were selected for this hiring committee because of your qualifications to reasonably evaluate the worthiness of candidates for the position. No one should question your judgement or ability to do so. No one should try to influence your evaluation of candidates or persuade you to evaluate candidates based on any criteria other than those qualifications mutually agreed upon by the committee.
3. The Right to Compensation. Participation on a committee is considered part of your regular assigned work duties for the college. Neither your supervisor nor the district can require you to use break time, lunch time, vacation time, comp time, or require you to participate during non-working hours. If you are asked to participate on your own time, do not argue with your supervisor, just report this to the Chapter Vice President.
4. The right to voice concerns. You have the right to report hiring committee activity to CSEA 262. You may be told you are not to discuss anything that happens in the committee meetings with anyone. This is false. In fact, you are expected and obligated to report to the Chapter Vice President any concerns and comments you have about your experience, including committee meetings and the interview process. You should never discuss specific information about the candidates, however. If you are unsure about what you can or cannot discuss, check with the Chapter Vice President or President for guidance.

Final Comments

Your participation on a hiring committee will be an interesting learning experience. You will learn more about the process by which classified employees are hired, and you will have the opportunity to work with other college administrators, faculty, or other classified colleagues whom you may not had a chance to work with in the past. Your participation in the hiring of classified employees is also important to your classified colleagues. As the CSEA Chapter 262 representative on this hiring committee, your participation and decisions have the full support of CSEA Chapter 262 and your classified colleagues.

Once again, thank you for volunteering to participate in this important college process.