

Date: November 3, 2016

To: All Managers

From: Abe Ali, Vice President, Human Resources

Re: Modifications to Adminstrating the Recruitment and Screening Processes

After only a short time here at Mt. SAC, I have been welcomed and am eager to work on those topics/issues that are most important to you. One topic I am sure everyone has something to say about is the recruitment process. After noticing some lengthy delays from the approval date by President's Cabinet to opening the position, I reviewed the HR recruitment and screening processes involving the HR staff and have made some recommendations to streamline these processes. I believe these changes will greatly benefit both the hiring managers and HR department.

The following changes are being implemented to expedite the HR recruitment and screening processes:

- The Committee Chair will be given greater responsibility and accountability for facilitating the process. HR's traditional role of facilitating the screening process will transition into being a supportive function.
- HR's goal is to post positions within one week from approval.
- "First Consideration Date" will replace hard close deadline date. The Committee Chair, in consultation with the assigned HR recruiter, will review the applicant pool for a sufficient number of applications.
- The EEO Representative shall be a part of the screening committee at four critical phases of the screening process: 1) The initial orientation screening committee meeting, 2) compilation meeting to decide on applicants moving forward, 3) screening committee interviews, and 4) screening committee finalist deliberations.
- The EEO Representatives will be comprised of campus EEO volunteers and EEO appointments made by departments where vacancies exists.
- Orientation meetings can be scheduled any time after the position has been approved and the composition of the screening committee has been determined.

We expect that these changes will improve both the efficiency and effectiveness of our recruitment and screening processes.

We will continue to review the various mechanisms associated with the recruitment process, and encourage your feedback as we streamline the processes.

We invite you to meet with us to review these modifications in more detail on one of the following dates:

Monday, November 7, 2016, 9:00 – 10:00 a.m., Building 6, room 160

**OR**

Tuesday, November 8, 2016, 2:00 – 3:00 p.m., Building 12, room 1280