

Notes from May 4, 2015, Meeting with Dr. Scroggins, Cynthia Hoover, James Czaja, RE:

## **Recruitment Processes & Practices**

### Online Application System

Issue: Some applicants continue to have difficulty navigating the electronic system.

Solutions:

- Work with IT to develop a brief video that provides an overview of the online application process and place a link to it on the PeopleAdmin job search site.
- List the documents that applicants must have in advance.
- Highlight applicants' ability to review their application material online.
- Highlight applicants' ability to obtain transcripts from HR before the closing date.
- Highlight or provide guidance on how to obtain an unofficial or official transcript.
- Add a link to the CCCCCO minimum qualifications for faculty and administrators

### New Job Descriptions/Changes to Existing Job Descriptions: Minimum Qualifications

Issue: The wording of qualifications statements is confusing for some applicants and hiring managers often request to change qualifications for each position.

Solutions:

- Attached classified and manager job descriptions and faculty job announcements to the Request to Fill. If "desired qualifications" are to be included, attach wording and a rationale to the Request to Fill.
- Remove from the job postings the generic statement "*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*"
- Whenever possible, address hiring manager's concerns using "preferred" qualifications.
- Place any pre-existing, Academic Senate approved equivalencies on the job posting.
- Continue to forward transcripts to Academic Senate for review when applicant's qualifications for faculty positions are unclear.
- Continue to develop HR's internal database of excepted equivalent degrees per Academic Senate's determinations.
- Similar to above, when there is a question about an applicant's qualifications for a classified position, HR will continue to use the hiring manager as a subject matter expert.
- Update HR's internal SOP to address these District practices and emphasize in training.

### Formation of Screening and Selection Committees

Issue: The College encourages appointees to have completed EEO training BEFORE being appointed to committees and will accept appointees without such advance training only in unusual circumstances.

Solutions:

- Continue to provide regularly monthly EEO training opportunities; it should no longer be the routine practice to provide training to individual committees.
- Make a list available to Academic Senate and others so the list of “currently valid” trained individuals who are available to serve on a screening and selection committee.

Managers may not be aware of their responsibilities to support good hiring practices

Issues: Manager’s responsibility for releasing employees to serve on hiring committees is not generally understood.

Managers submit RTF’s with position descriptions that are not approved or require significant work before the position can be posted.

Solution:

- James and Cynthia will draft an email for Dr. Scroggins to send to out which discusses manager’s responsibility to release employees to support hiring committees. The email will provide some parameters and guidance on how to assess the time needed and the availability of POD for this work. The draft will also address the necessity to develop JDs in partnership with HR that reflect the work of the desired position in order to minimize changes prior to job posting.