

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7120

AP 7120 Recruitment and Hiring

The Board of Trustees is committed to a policy of nondiscrimination and equal employment opportunity in the recruitment, selection, employment, training, reclassification, promotion and retention of employees. See BP 3410 titled Nondiscrimination and BP and AP 3420 titled Equal Employment Opportunity (EEO).

The District employs persons for positions classified as Faculty, Classified, Confidential, Supervisors/Managers, and Classified and Educational Administrators as outlined in corresponding hiring procedures and in accordance with the EEO Plan. Hiring procedures may be accessed at the District Human Resources website.

- Management, Supervisors, and Confidentials
- Classified Employees
- Full-time Faculty
- Adjunct Faculty

Recruitment

Before advertising, all job announcements, including desired qualifications, are reviewed and approved by Human Resources. The District posts positions on its website, California Community College Registry, and Employment Development Department website. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. Human Resources shall coordinate, prepare, and place advertisements.

Applications shall be received until the application deadline or until filled as identified on the job posting. Application material may consist of a District application, resume, transcripts, certificates and licenses, cover letter, essays or statements, and references. The District reserves the right to extend, suspend or cancel the recruitment of a vacant position.

Search Committees Composition and Screening

Search committees shall be established according to the hiring procedures and shall be reviewed by Human Resources for compliance with policies and procedures. Committee membership should be balanced in its diversity and, to this end, will seek representation inclusive of gender and ethnicity. All search committee members shall receive training in accordance with the District EEO Plan, regulations, and hiring procedures.

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Screening criteria, interview questions and assessments shall be related to the job as described in the posting and be reviewed and approved by Human Resources.

Each search committee member is responsible for maintaining the confidentiality of all aspects of the search process, including names of applicants, written materials, oral discussions and any other information that relates to the search process. Such information may be shared only with members of the search committee, Human Resources, and the administrators involved. Confidentiality must be maintained permanently. Human Resources shall maintain all supporting documents related to the search for a period of three years.

Interviews and Recommendations

Search committee members must be present for all interviews. If a member of the committee misses any part of an interview, the committee member is ineligible for further participation in the search process.

The search process shall consist of interviews using pre-approved questions. Assessments or skills tests and presentations including teaching demonstrations may be incorporated to determine qualifications of applicants. During discussion, the search committee shall consider only application materials and information gathered from the interviews and results of any assessments and presentations.

The search committee shall recommend finalists for employment or second interviews. In the event of second interviews, finalists shall be forwarded unranked.

Reference Checks

Reference checks shall be conducted according to hiring procedures.

Offers of Employment

Offers of employment, including continuing employment, shall be made subject to a reasonable deadline for acceptance. When required to maintain continuity of services in the District, the Superintendent/President is authorized to offer employment subject to subsequent ratification by the Board of Trustees.

Conditions of Employment

As a condition of employment, each employee hired in a permanent position must:

1. Sign an approved loyalty oath;
2. Depending on the nature of the position, undergo a pre-employment physical examination to ensure sufficient fitness for the duties associated with the particular position;
3. Present proof of freedom from tuberculosis initially upon employment and at least once every four years thereafter;

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4. Be fingerprinted and if offered a new position following the original hire, submit fingerprints for a subsequent background check;
5. Complete required Immigration Forms and provide proof of personal identity and authorization to work in the United States;
6. Complete District employment and County payroll documents;
7. Submit official transcripts, employment verification forms, copies of required documents including licenses and certificates.

See Board Policy 7120 Recruitment and Hiring

References: Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1

President's Cabinet Approved: August 4, 2016