

Search Committee Manual

Recruitment Process to Fill an
Academic or Classified Position

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All contract recruitments are divided by the following Human Resources Technician (HR Tech):

Andrea Gonzales – College Police

Arlyn Uybungco – Continuing Education, Facilities Services, Instructional Services, Human Resources, Chancellor's Office

Annette Sanchez – Mesa College, Miramar College

Julio Navarro – City College, Business and Technology Services, Student Services

We can be reached at (619) 388-6579, Option 1, 1

Here are the basic steps to filling a position.

1. Create a user account in PeopleAdmin
2. Complete and submit an online posting (formerly known as the Request to Fill)
3. Route the online posting request accordingly
4. Posting is advertised
5. Timeline (schedule screening and interview dates with the committee including room reservations) and Criteria & Questions form
6. Select committee members
7. Develop screening and interview criteria and interview questions
8. Request an EEO Rep (EEO Rep is assigned by HR)
9. Posting closes
10. Employment reviews applications for completeness
11. Examinations (if applicable)
12. Orientation
13. Screen applications
14. Select applicants to interview
15. Conduct interviews
16. 2nd interviews (if applicable)
17. Make a selection
18. Submit offer paperwork to Human Resources – Employment to complete the job offer

PeopleAdmin (Online applicant tracking system) (www.sdccdjobs.com/hr)

Are you new to PeopleAdmin? PeopleAdmin is an online applicant tracking system which allows the applicants to apply online as well as allows hiring committees to review applications online. The San Diego Community College District is one of 700 organizations that utilize this web-based program.

Below are the training sites. Feel free to create mock applications and job postings to familiarize yourself with our online applicant tracking system.

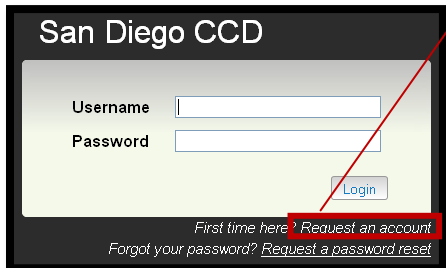
User Site: <https://sdccd-sb.peopleadmin.com/hr/>

Applicant Site: <https://sdccd-sb.peopleadmin.com/>

CREATE A USER ACCOUNT IN PEOPLEADMIN

PeopleAdmin log in instructions:

1. Current users log in to: www.sdccdjob.com/hr
2. First time users: Click Request an account



San Diego CCD

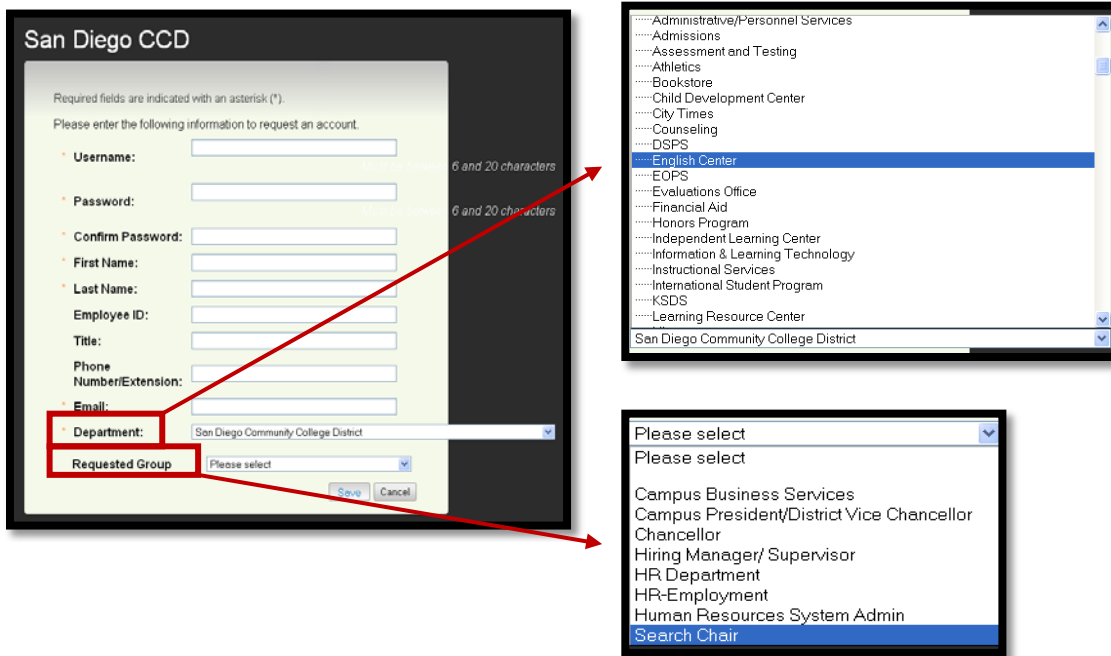
Username

Password

First time here? Request an account

Forgot your password? Request a password reset

3. Complete all fields
 - a. Select Department
 - b. Select Hiring Manager/Supervisor as your Requested Group. (If you are assigned as the Search Chair, the Search Chair User Group will be added).
 - c. Click Save
 - i. Employment receives and approves new user requests
 - ii. New user receives an email that the request has been approved



San Diego CCD

Required fields are indicated with an asterisk (*).

Please enter the following information to request an account.

* Username: 6 and 20 characters

* Password: 6 and 20 characters

* Confirm Password:

* First Name:

* Last Name:

Employee ID:

Title:

Phone Number/Extension:

* Email:

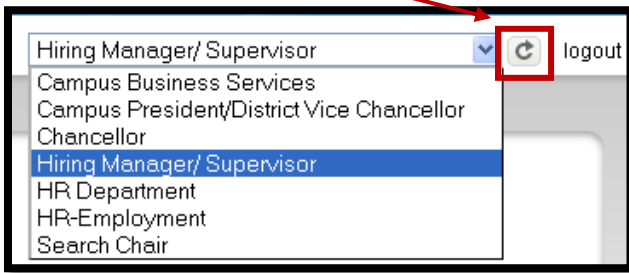
* Department: San Diego Community College District

* Requested Group: Please select

Administrative/Personnel Services
Admissions
Assessment and Testing
Athletics
Bookstore
Child Development Center
City Times
Counseling
DSPS
English Center
EOPS
Evaluations Office
Financial Aid
Honors Program
Independent Learning Center
Information & Learning Technology
Instructional Services
International Student Program
KSDS
Learning Resource Center
San Diego Community College District

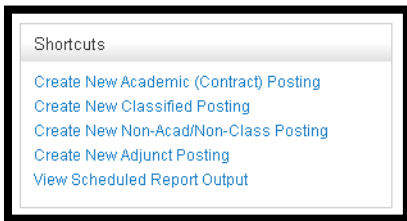
Please select
Please select
Campus Business Services
Campus President/District Vice Chancellor
Chancellor
Hiring Manager/ Supervisor
HR Department
HR-Employment
Human Resources System Admin
Search Chair

- d. Log in to: www.sdccdjobs.com/hr
- e. Select Hiring Manager/Supervisor, if not already selected
- f. Click the refresh button

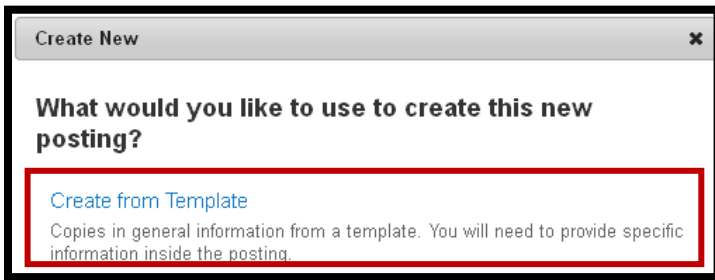


CREATE JOB POSTING IN PEOPLEADMIN

- 1. Click “Create New Academic (Contract) Posting” or “Create New Classified Posting” from the Shortcuts menu



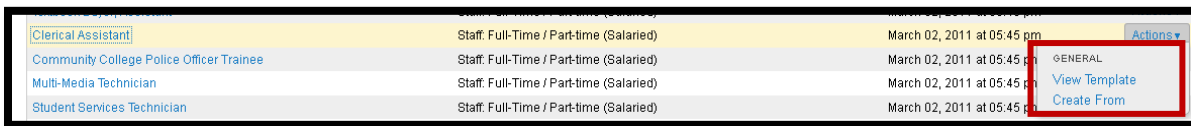
- 2. Click “Create from Template”



- 3. Enter the job title, press Search. If the job title does not exist, please contact the technician you are working with.



- 4. Click the drop-down to the right of the job classification and select Create From



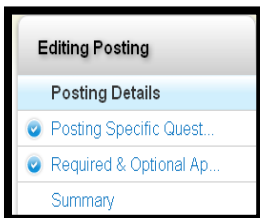
5. Click the drop-down to select the Location and Department. *It is important that your department matches the department of the job posting.*
6. Click the box for Accepted Application Forms. There will only be one choice.

7. Click Create New Posting



Entering posting information

There are several tabs alongside the left. When you first enter this screen, you will be in the “Posting Details” tab.



Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.

1. Posting Details (looks similar to the paper Request to Fill)
 - a. Complete all fields
2. Posting Specific Questions (formerly known as Supplemental Questions). Please be sure your posting includes the standard diversity question.
 - a. You have two choices (Included Supplemental Questions are standard and cannot be removed)
 - i. Create a new question
 - ii. Use a question from the categorized job bank

b. Click Add a Question



i. Select a Category from the drop-down menu, or,



ii. Enter Keyword(s)



iii. Single-select or Multi-select the question(s), or,

iv. Click Add a new one



v. Complete the following fields. Designate the question as open-ended (e.g., free text) or pre-defined (Yes/No).



vi. Click Submit

c. Check the box next to each question that is Required

d. Remember to Save when you are done

3. Optional & Required Applicant Documents

a. Applicant documents can be included in the application process by selecting Optional or Required. Optional: You can click and drag the documents so they are in a specific order.

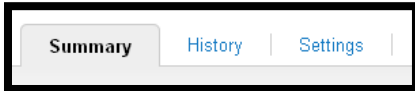
i. Optional

ii. Required

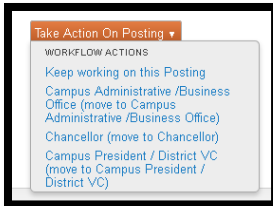
b. Click Save

4. Summary

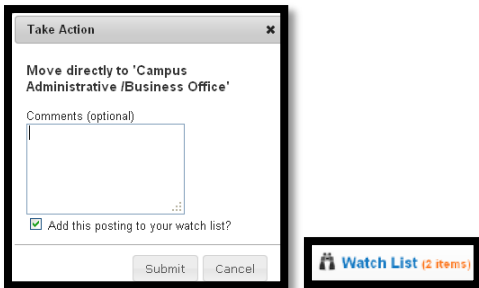
- a. Scroll down to review the entire posting information
- b. Make notes in the History tab (optional)



5. Click Take Action On Posting to select who to send the posting to for approval. (*You may want to check with your Business Office before making the selection*).



- a. Add this posting to your watch list? (Optional, however, watched items will appear on your Home page and will track the status of your posting).



What happens to your posting after it has been routed through the campus and on to Human Resources?

1. The posting request is received in Employment and is assigned to the appropriate HR Tech, based on the location of the position
 - a. Andrea Gonzales – College Police
 - b. Arlyn Uybungco – Continuing Education, Facilities Services, Instructional Services, Human Resources, Chancellor’s Office
 - c. Annette Sanchez – Mesa College, Miramar College
 - d. Julio Navarro – City College, Business and Technology Services, Student Services
2. The assigned HR Tech reviews/edits the posting and will email/call the Search Chair or Hiring Manager if any items need further information or for clarification
3. The HR Tech routes to HR-Department for their review and approval. Please allow 3 – 5 business days for review and approval.
 - a. HR-Department includes the following areas:
 - i. Classification
 - ii. Compensation
 - iii. EEO
 - iv. Budget
 - v. Director of Employment & Professional Development
4. HR Tech contacts the Search Chair to initiate the recruitment process. The HR Tech will be your point of contact from start to finish.

5. Once the posting is finalized, it is posted and you will be contacted by your technician. *Note: Postings must close on a work day that is not followed by a weekend or holiday.*
- a. External recruitments are usually 10 days – 3 weeks

ADVERTISEMENT

The following are advertisement options to select from:

<input type="checkbox"/> EdJoin (SD Co. Office of Education)
<input type="checkbox"/> CA Community Colleges Registry
<input type="checkbox"/> Craig's List
<input type="checkbox"/> Inside Higher Ed
<input type="checkbox"/> Chronicle of Higher Ed?
<input type="checkbox"/> Professional organization/publication?
<input type="checkbox"/> SD Union Tribune newspaper ad (including Sign On San Diego)?
<input type="checkbox"/> Job Fair?
<input type="checkbox"/> Other (indicate below)

In addition to posting positions to one of the above, there are other options depending on whether the position is Academic or Classified. These are noted below:

Academic: Association of California Community College Administrators (ACCA)

Classified: Craigslist

Association of California Community College Administrators (ACCA) [*for Classified Management positions*]

Standard advertising includes the list below:

- Ccregistry.org
- Edjoin.org
- HigherEdJobs.com
- AcademicKeys.com
- InsideHigherEd.com
- CCJobs.com
- DiverseEducation.com
- ChronicleVitae.com
- ACCCA.com

The Hiring Manager/Supervisor may request additional advertising, which needs to be sent via email. All requests should include a rough cost estimate and how much the department is able to contribute. Please check with your committee members that may belong to respective professional organizations that are free or low-cost.

While the position is being advertised, the committee can finalize their criteria and questions form, if not already submitted.

SELECTING A COMMITTEE AND DEVELOPING THE CRITERIA AND QUESTIONS

The Questions and Criteria document drives the entire hiring process. It lists the search committee members and the criteria and questions being used for the process. Because the document must go through HR management review and there may be required revisions, as well, it must be received by the HR-Employment Office at least two (2) weeks prior to the scheduled screening begin date.

All search committee members must attend the EEO & Search Committee Training prior to serving on a committee. Training sessions are held monthly at all campuses by the respective Site Compliance Officer. Upcoming sessions are announced via District-wide emails. The Hiring Manager/Supervisor must complete the Timeline-Request for EEO Representative Form and identify which of the committee members are untrained and when they will be attending. To find out where and when the next training session will be or confirm whether or not members are trained, please contact the HR-EEO & Diversity Office at x6591 or via email at sdccdlegal-eeo@sdccd.edu, or go to <http://hr.sdccd.edu/docs/eeo/UPCOMING%20EEO%20TRAINING.pdf> to review the schedule of upcoming trainings. Keep in mind that all committee members must attend a mandatory HR/EEO Search Committee Training prior to screening applications.

Academic Positions: The committee should consist of the following:

- Nominating Manager (Committee Chair)
- District Manager not assigned to the site where the vacancy exists – Mandatory (site means the College, Central Office Department, or Continuing Education).
- District EEO Representative – Mandatory
- Vocational Coordinator – Mandatory when selecting a Vocational Manager
- Faculty – When appropriate
- Classified Staff – When appropriate
- Students – When appropriate
- Non-District Advisors – When appropriate

The Questions and Criteria form should include the following information:

1. Date, classification, interview location and the position number
2. Committee member name and classification
3. President, Vice Chancellor or Chancellor signature approving the list of committee members
4. Screening and Interview Criteria must be drawn from the job posting
5. Interview Questions must be related to the Interview Criteria and all criteria should be addressed
6. Site Compliance Officer signature approving the criteria and questions
7. Diversity Criteria and Questions must be included for all processes

<p>CRITERIA FORM FOR SCREENING & INTERVIEWING - ACADEMIC Date _____</p> <p>The following persons will serve as the screening/interviewing committee for the classification of _____ at this location _____ (Position#) _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">NAME</th> <th style="width: 30%;">TITLE</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Search Chair (optional role)</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td>Equal Employment Opportunity Representative (Assigned ONLY by Human Resources-Employment Office)</td> </tr> </tbody> </table> <p>PRESIDENT, VICE CHANCELLOR, or CHANCELLOR APPROVAL OF COMMITTEE: _____ Date: _____</p> <p>Signature _____ Printed Name (if designee) _____</p> <p>Refer to the classification description and job posting to develop the criteria to be listed below. Criteria for knowledge, skills, and abilities MUST be drawn from the job posting.</p> <p>> THIS FORM MUST BE SUBMITTED TO THE HR-EMPLOYMENT OFFICE NO LATER THAN TEN (10) WORKING DAYS PRIOR TO SCREENING (and ten (10) working days in advance of interview, if screening is eliminated)</p> <p>SCREENING CRITERIA: (Criteria from the job posting (under "the successful candidate ..." or similar language) covering written material should be copied here verbatim.) Utilize only criteria that can be evaluated appropriately from review of an application, supplemental application, résumé, or similar document required as part of the application requirements.</p> <p>Incomplete applications: HR will reject applications for completeness (i.e. missing application or uploaded documents). "Incomplete" applications will be included for review only if the Search Committee decides prior to screening to review incomplete applications. Equivalency Request: These applications will be included & marked "Equivalency Requested."</p> <p>Yes/No – Meets minimum qualifications as specifically stated in the job posting</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ <p><small>(This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.)</small></p> <p>5. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.</p> <p>INTERVIEW CRITERIA: (May repeat screening criteria as appropriate. Criteria from the job posting covering oral communication should be copied here verbatim.)</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ <p><small>(This criterion should remain verbatim and appear as the last numbered item - please delete this statement when you finalize your document.)</small></p> <p>g:\data\recruite\wp5\forms\academic\criteria_form\academic.doc Rev 1/30/2015</p>	NAME	TITLE		Search Chair (optional role)												Equal Employment Opportunity Representative (Assigned ONLY by Human Resources-Employment Office)	<p>5. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.</p> <p>LOCATION: _____ POSITION: _____ DEPT: _____ DATE: _____</p> <p style="text-align: center;">INTERVIEW QUESTIONS FOR CANDIDATES</p> <p style="text-align: center;"><small>Important Note: Questions MUST be related to the Interview Criteria and all criteria should be addressed</small></p> <p><small>(If any) Writing Sample to be completed prior to or following interviews: Please include writing sample instructions here.</small></p> <p><small>(If any) Teaching Demonstration, Presentation, and/or Role Play: Please include these below, placed where the candidate would be expected to perform any of these.</small></p> <p>Criteria #</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ <p>10. <small>(This interview question may be modified and don't say here as the last question please delete this statement when you finalize this document.)</small> The San Diego Community College District has a very diverse staff and student population in terms of ethnicities, cultures, and languages. Describe your experience that demonstrates cultural competency and sensitivity to diversity.</p> <p>QUESTIONS & CRITERIA APPROVAL: _____ Date: _____</p> <p style="text-align: center;"><small>Site Compliance or EEO Officer</small></p> <p>g:\data\recruite\wp5\forms\academic\criteria_form\academic.doc Rev 1/30/2015</p>
NAME	TITLE																
	Search Chair (optional role)																
	Equal Employment Opportunity Representative (Assigned ONLY by Human Resources-Employment Office)																

TIMELINE AND REQUESTING AN EEO REPRESENTATIVE

An EEO Representative can be requested prior to the Questions and Criteria being prepared, optional. Your assigned HR Tech will coordinate the request for an EEO Rep (sample email pictured below) and assign one to your committee. The 10 days stated on the Questions and Criteria form is so that we have enough time to prepare the materials for your committee and for an EEO Rep to be assigned. If you wish to review applications for completeness, you may screen applications 5 days from the closing date, however, we still require 10 days to assign an EEO Rep. Please complete the form completely and thoroughly in order to not delay your screening and interview dates.

TIMELINE REQUEST FOR EEO REPRESENTATIVE			
Must be emailed to hr@cityofharris.com at least 100 working days prior to the committee orientation date. Exceptions to 100 day requirement for positions at higher levels should be reviewed by the HR Tech representative on the position.			
Check one (one): <input type="checkbox"/> Academic Position		Classified Position	
Position Location (site):	Position No.:	Today's Date:	
Classification Title:			
Job Advertisement:			
Application Closing Date:			
I. Committee Orientation (meeting with the committee, including assigned EEO Rep prior to review & tally applications, at which committee members must be present)	Date:	Time:	Location / Room No.:
II. Screening & Tally (Note: Assigned EEO Rep must be in attendance and begin tallying applications screening dates must be indicated on this form)	Date:	Time:	Location / Room No.:
Begin Screening as well as the 20 working days following the last date on which you:		via:	Screening method (committee screening, self-tallying, etc.)
Tally			Group for a committee member to tally applications
III. Interview (Note: Must be completed 100 working days prior to the review & tally date. Form must be received at least 100 working days prior to the date.)	Date:	Time:	Location / Room No.:
IV. Search Committee Members (Note: Must be completed 100 working days prior to the review & tally date.)			
Name	City ID Number	Position Title	
1. / Search Committee Chair		Location:	Ext.:
2.			
3.			
4.			
5.			
6.			
7.			

Once HR assigns an EEO Rep to your committee, a confirmation email is sent along with the EEO attachments and you are copied on the email.

EEO REPRESENTATIVE ASSIGNMENT CONFIRMATION	
DATE: _____	Data for Chairperson of the Search Committee: Your assigned EEO Rep is _____ Located at _____ Telephone Number _____
TO: _____	cc: Chairperson _____ Site Compliance Officer _____ Director, Employment & Professional Development, Erin Milligan-Hill
FROM: _____ Human Resources-Employment & Professional Development	
This is a confirmation of your assignment as the EEO Representative in the screening/interviewing process for the position of:	
Title Location	
Please contact the Chairperson of the Search Committee who is _____ at _____.	
Please mark your calendar for the phases of this hiring process that will require your attendance:	

ORIENTATION/SCREENING DATES/TALLY	
Date: _____	
Time & Location: _____	
Screening online	
Tally Date: _____	
Time & Location: _____	
INTERVIEW DATES	
Date: _____	
Time & Location: _____	
If for any reason you are not able to make it on any of the above dates, please contact the Human Resources-Employment & Professional Development at 619.388.6579 x11 as soon as possible.	
You are further directed to review and read to the committee the attached copy of the 'EEO Rep's Script' at the first meeting.	
Thank you for your continued cooperation and diligent endeavors on behalf of the District Human Resources-Employment & Professional Development.	

PRE-SCREENING PROCESS (Handled by Human Resources)

The Employment office pre-screens Academic and Classified applications for completeness, based on the optional and/or required documents stated in the job posting under Special Instructions. The following email will be sent to you and requires your response.

Please complete the attached the Questions and Criteria form that must be routed to the President and Site Compliance Officer for approvals. Once this form has the required signatures, please submit it to my office (District Office-Room 330). Also, please either send me the form electronically or upload it to PeopleAdmin under the Documents section (no signatures required on the electronic form).

Keep in mind that all committee members must attend a mandatory EEO & Diversity Training within the last three years prior to screening applications. For a list of upcoming trainings, go to the [EEO webpage](#).

When the form is received and the Search Committee has been verified to have attended the EEO Compliance Training within the last three years, I will contact you to arrange screening and interview dates. Once the dates are established, an EEO Representative will be assigned.

Please note: The application pool will be pre-screened by Employment for completeness as defined in the posting; all areas filled out correctly and all required documents uploaded. Prior to screening, the Search Committee decides whether or not to review incomplete applications and notifies HR-Employment.

If you wish to review the applications for completeness, you may start your screening 5 days from the closing date. If you wish the HR Tech to review applications for completeness, you may start screening 10 days from the closing date.

EXAMINATIONS (if applicable)

Your assigned HR Tech will notify you if there is an examination for your position. If there is an examination, all applicants are invited and only those that successfully pass the examination are forwarded to the screening process. Applicants either pass or fail an examination regardless of their exam score.

ORIENTATION

All search committees must attend the orientation meeting. During this meeting, the search committee will sign the Confidential Statement, Screening Guidelines and listen to the assigned EEO Representative read their script. This meeting must take place prior to screening applications and all committee members must be in attendance.

Once the Confidential Statement has been signed by the search committee, the search chair is responsible for scanning and uploading the document into PeopleAdmin. (You must be logged in as Search Chair to upload documents). You may refer to "Uploading Documents" on the [PeopleAdmin User Guide](#).

STRAIGHT-TO-INTERVIEW (if applicable)

Your assigned HR Tech may advise you on going straight to the interview process if only a few applicants apply. Very few of our positions receive less than a dozen applications, which may warrant a straight to interview. If the committee decides to go straight to the interview process, your HR Tech will email you the Interview Selection Summary. Please skip to page ## for the interview process.

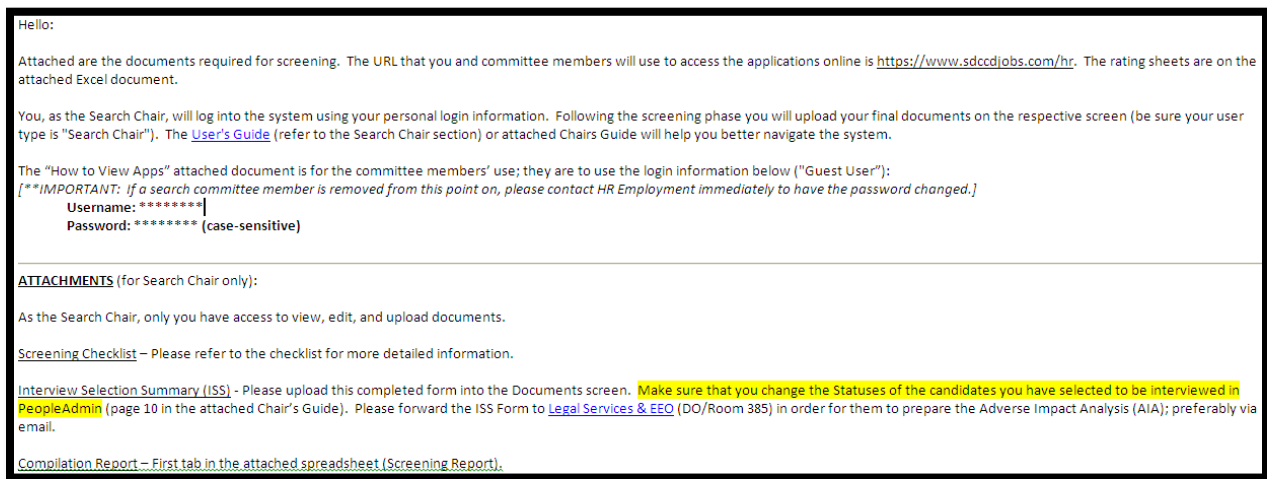
INTERVIEW SELECTION SUMMARY	
<i>Instructions to Search Committee Chair: This form is used to prepare interview invitations. Please complete the entire form and submit it to the Human Resources-Employment Office/District-Room 330 BEFORE interview invitations can be prepared & emailed. Please allow sufficient time for this process (at least 3 weeks from the anticipated time this form is received in Human Resources-Employment, especially if there are out-of-town candidates). Note: If this is a "Straight-to-Interview," no President/Vice Chancellor approval is required; however, be assured that all candidates being invited to interview meet the minimum qualifications as stated in the job posting.</i>	
POSITION TITLE: []	POSITION #(S): []
HOURS & DAYS OF ASSIGNMENT (S): []	POSITION LOCATION: []
INTERVIEW DATE (S): []	DAY (S): [] SITE OF INTERVIEW: []
TIME TO BEGIN 1 st INTERVIEW: []	CANDIDATES REPORT TO ROOM #: [] CANDIDATES INTERVIEW IN ROOM #: []
SCHEDULE INTERVIEWS EVERY [] MINUTES (e.g., 60 minutes; 9:00, 10:00, 11:00 – allow enough time for actual interview, rating time, & breaks)	
SCHEDULE LUNCH FROM: [] TO []	HOW MANY MINUTES SHOULD CANDIDATE ARRIVE EARLY? (prior to interview time)
IF CANDIDATE IS REQUESTED TO ARRIVE EARLY, WHAT WILL THE CANDIDATE DO DURING THIS TIME? (Check all that apply)	
<input type="checkbox"/> REVIEW INTERVIEW QUESTIONS	<input type="checkbox"/> WRITING EXERCISE <input type="checkbox"/> COMPUTER EXERCISE /// <input type="checkbox"/> OTHER specify
SPECIAL INSTRUCTIONS TO BE INCLUDED IN LETTER– please see Criteria Form/Interview Questions (e.g., written assignment, presentation (including what equipment will be available & if handouts will be accepted), computer exercise, etc.)	
[]	[]
CHAIRPERSON'S NAME: []	PHONE: [] SITE: []

SCREENING PROCESS

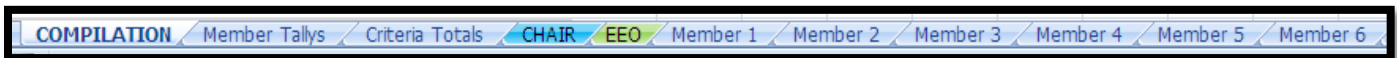
The screening process is completely online. The committee will review the applications online and rate the applications on an Excel rating sheet.

As the Search Chair, you will receive the following email. It is your responsibility to share this information with your committee as well as serve as the liaison between the committee and your assigned HR Tech. The email will include the following attachments:

- How to View Apps
- DSPS Brochure
- Chairs Guide
- Interview Selection Summary
- Post-Screen Checklist
- Screening spreadsheet
- Confidential Statement
- Screening Guidelines



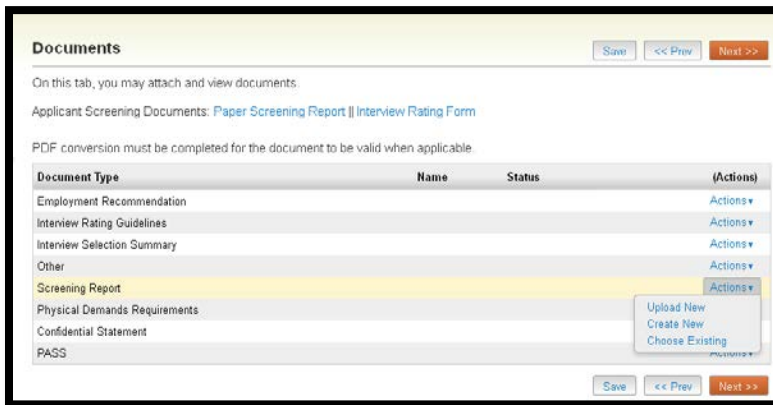
Each committee member will have their own worksheet to add their ratings



Screening instructions:

1. All committee members must attend the orientation and the tally date
2. Committee members may screen individually or as a group
 - a. Reserving a conference room with internet access is advisable
3. Search Chair may assign a committee member to compile the scores of the committee
4. Search Chair logs in to PeopleAdmin to upload the completed/compiled Excel screening spreadsheet and the Interview Selection Summary (ISS).
 - a. Log in to PeopleAdmin - <https://www.sdccdjobs.com/hr/>
 - b. Click Postings and select Academic or Classified
 - c. Click Edit – located below the job title in blue text
 - d. Click Documents – located to the left of the screen in blue text

- e. Click the Actions drop-down to the right of Screening Report and Interview Selection Summary to upload the document



- f. Click Browse to search for your document, select document and click Open
 - g. Click Submit to upload the document
 - h. Click Save
5. Email the HR Technician once the documents have been uploaded
 6. Email the Interview Selection Summary (ISS) to HR-EEO & Diversity Office at sdccdlegal-eeo@sdccd.edu. You may also hand deliver to the District Office, Suite 385, to complete the Adverse Impact Analysis (AIA)
 7. The completed AIA and ISS are emailed to the appropriate President, Vice Chancellor or Chancellor for review/approval. These forms may need to be hand carried from District to Campus if the interview date is less than 2 weeks away.
 8. Emailed interview invitations can only be sent once the AIA and ISS has been returned to HR-Employment and signed by the appropriate President, Vice Chancellor or Chancellor.

INTERVIEW PROCESS

The interview packet is a paper packet. The committee will continue to access and review applications online. Reserving a conference room with internet access is advisable for the interviews.

The interview packet includes the following documents. As the Search Chair, your interview packet includes the *new hire documents. Each committee member will have their own interview packet.

Search Chair

1. Cover Sheet
2. Job Posting
3. Interview Schedule
4. Interview Rating Guidelines
5. Criteria and Questions form
6. Interview Rating Sheets
7. Post-Interview Checklist*
8. Compilation*
9. Employment Recommendation*
10. PAS (Click [here](#) for online PAS)*

There will be a set of interview questions and a copy of the interview schedule (pictured below) in the interview packet. Please instruct the receptionist to fill in the information when the candidate arrives and when they are given the interview questions. This completed form must be returned with the interview materials.

INSTRUCTIONS TO RECEPTIONIST: Please give out the following questions to candidates ___ minutes prior to interview. Please advise candidate that only he/she can review and answer questions without any coaching or assistance. Please be sure candidate remains in the reception area or designated area. Thank you, Human Resources.

INTERVIEW SCHEDULE
TITLE
LOCATION

Report to: Location / Room
Committee report to: Location / Room

DATE				
Checked In	Given Questions	Time of Interview	Candidate Name	Picked Up

*Please arrange for candidates **not** to see each other while reviewing questions (etc) . . . and waiting for their interview. Please assign someone other than a committee member to check-in candidates and provide them with interview questions and/or writing (or computer) exercise instructions. If there is a writing exercise (or any exercise) to be completed on the computer, please ensure that the computer is set-up and ready to go prior to the arrival of the first candidate (unless there are further directions given to the candidate regarding printing & saving, someone will also need to print and/or clear out candidate responses).*

The following email will be sent to you when your interview packet is ready for pickup. The interview packets are typically ready 1 to 2 days prior to the first interview date.

Your interview packet is ready for pickup at the District Office / Room 330. You may pick-up your interview packet before 5:00 p.m.

Our office will contact you if we receive notice of any cancellations (or flight/traffic delays). **Please respond with a number we can leave a message regarding cancellations or delays.**

REMINDERS:

- CANDIDATE CHECK-IN / INTERVIEW QUESTIONS:** Hopefully, you've arranged for candidates **not** to see each other while reviewing questions and waiting for their interview. You've also, hopefully, assigned someone other than a committee member to check-in candidates and provide them with interview questions.
- ATTACHMENTS:** Please have your committee sign the attached Interview Rating Guidelines form. The Employment Recommendation form should be included with the PASS.
- APPLICATIONS:** Just a reminder that the **applications** are **not** in the packet and there should be a computer available in the interview room (with Internet access) for committee members to view the online applications.
Committee Log In Information (www.sdccdjobs.com/hr)
 (Please keep this information *confidential*)
User Name: *****
Password: ***** (case-sensitive)
Attached is a "How To" guide to assist in accessing the applications online.

If you or the **committee decide** on second interviews, remember that these are coordinated by you or someone you appoint. When a candidate is selected for employment, please route paperwork through the College Police Timekeeper and Vice Chancellor prior to submitting the packet to the Employment Office. The Timekeeper will prepare the **PASS**, found [online](#), that should be included with the selection paperwork. Remember to include all notes or documents that were part of the interview process when you submit your packet.

You will be notified when the offer is made and whether or not the selected candidate accepts or declines the offer. Just as a reminder, the interviewed candidates not selected for the position are not notified until the selected candidate is cleared to start.

If you should have any questions or problems which need to be immediately addressed during the interview process (which the assigned EEO Representative cannot resolve), please contact:

- Erin Milligan Hill, Director of Employment & Professional Development | 619.388.6579 (press 11)
- OR-
- Johanna Palkowitz, Equal Opportunity & Diversity Officer | 619.388.6579 (press 23)

The second and final interviews are coordinated by the Search Chair or someone you appoint. The Employment Office does not get involved in this stage of the recruitment process.

REFERENCES

Human Resources highly recommend that references are checked on your finalists before making a selection. Your HR Technician can provide you with the Candidate Reference Check form.

SAN DIEGO COMMUNITY COLLEGE DISTRICT CANDIDATE REFERENCE CHECK					
Candidate's Name: _____					
Position To Be Filled: _____					
Person Completing this Form:					
Title: _____			Date: _____		
Person Providing Reference:				Phone #: _____	
Current Title: _____			Relationship to Applicant: _____		
_____ is being considered for the position of _____ and has given your name as a reference with SDCCD. Would you please assist by answering some questions?					
Where have you worked with [Candidate]?					
When did you work together? From: _____			To: _____		
What positions did you and [Candidate] hold? <i>(make notes below)</i>					
Positions Held by Person Providing Reference			Positions Held by Applicant		
Please rate [Candidate's] work performance in the following categories (refer to job posting and/or criteria) and rate on a scale of 1 (low) to 5 (high):					
Category	1	2	3	4	5
How would you rank his/her overall performance?					

Reference Check – *Continued*

Applicant's Name: _____

Give me examples of how [Candidate] used these skills when you worked together.

What were his/her strongest skill areas? Weakest skill areas?

Is there anything else you would like to add about his/her performance and attitude in your workplace?

Person Completing this Form (Print): _____

Signature: _____ Date: _____

Remember to include this form in your interview packet to be submitted to HR-Employment (District Office / Room 330)

SELECTION PAPERWORK and JOB OFFER

When a candidate is selected for employment, please route paperwork through your site's/department's Timekeeper or President/Vice Chancellor prior to submitting the packet to the Employment Office. Your Timekeeper will prepare the PASS, found online, that should be included with the selection paperwork. Remember to include all notes or documents that were part of the interview process when you submit your packet. *For Academic positions, all paperwork is routed to the Chancellor for his/her review/approval including a selection memo from your President/Vice Chancellor to the Chancellor.*

You will be notified when the offer is made and whether or not the selected candidate accepts or declines the offer.

1. Applicant declines the offer
 - a. Position may be re-advertised
 - b. Another candidate selected that is above the interview cutoff score
2. Applicant accepts the offer
 - a. HR Tech handles the new hire process and will notify you of the start date
 - b. HR Tech will notify the non-selected candidates once the new hire has cleared their fingerprints, TB, Oath, I-9 and pre-employment physical.

You now have a new employee in your office!