Search Committee Manual

Recruitment Process to Fill an Academic or Classified Position
| 1.  | Create a user account in PeopleAdmin |
| 2.  | Create an online job posting |
| 3.  | Route an online job posting |
| 4.  | Advertise job posting |
| 5.  | Timeline – Request for EEO Representative |
| 6.  | Criteria & Questions form |
| 7.  | Select committee members |
| 8.  | Develop screen and interview criteria and interview questions |
| 9.  | Request an EEO Rep |
| 10. | Job posting closes |
| 11. | Review applications for completeness |
| 12. | Examination (if applicable) |
| 13. | Orientation |
| 14. | Straight-to-Interview (if applicable) |
| 15. | Screen applications |
| 16. | Select applicants to interview |
| 17. | Conduct interviews |
| 18. | Conduct 2\textsuperscript{nd} interviews (if applicable) |
| 19. | Reference check |
| 20. | Make a selection |
| 21. | Job offer paperwork |
All contract recruitments are divided by the following Human Resources Technician (HR Tech):
  Andrea Gonzales – College Police
  Arlyn Uybunco – 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](http://www.sdccdjob.com/hr)

2. First time users: Click Request an account

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
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.

**Posting Details (looks similar to the paper Request to Fill)**

a. Complete all fields

**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,

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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:

- EdJoin (SD Co. Office of Education)
- CA Community Colleges Registry
- Craig's List
- Inside Higher Ed
- Chronicle of Higher Ed?
- Professional organization/publication?
- SD Union Tribune newspaper ad (including Sign On San Diego)?
- Job Fair?
- 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:

- Cccregistry.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
Classified Positions: The committee should consist of the following:

- Manager or Supervisor (Committee Chair)
- District EEO Representative – Mandatory
- Subject Matter Expert – Mandatory
- Classified Staff – 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
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.

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.
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.

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](image-url)
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.

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.

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.

**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!