BEST PRACTICES: INTERVIEWING AND HIRING COMMITTEES

Presented by

Human Resources Generalist

Training Goals

- Understanding the Roles
  - *HR*
  - *HIRING MANAGER*
  - *COMMITTEE*
  - *CANDIDATE*
- Screening
  - *Minimum Qualifications*
  - *Preferred*
  - *Setting up Interview Questions*
- Staying in Touch with the next steps

Understanding the Roles

All recruitment for employment positions conducted by the District including, without limitation, recruitment positions conducted by the District's Office of Human Resources and shall be conducted consistent with all the requirements set forth in Section 53021 of Title 5 of the California Code of Regulations.

Human Resources is responsible for ensuring all rules and regulations are followed during the recruitment process. Human Resources can disqualify a candidate or remove a committee member due to a violation of the EEO Plan, District Policy or Education Code. Keep the HR representative informed to ensure compliance.

Understanding the Roles Continued….

- The Hiring Manager is responsible for working with HR on establishing vacancies and creating a recruitment timeline.

- The hiring manager will review the job description and preferred qualifications

- The hiring manager will recommend additional committee members when appropriate

- The Screening Committee is responsible for reviewing applications and making recommendations to the hiring manager

- The committee will develop screening criteria, interview questions and any job relevant exercises that all candidates will be measured against

- Whenever possible, screening/selection committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicants' qualifications.

Screening the Applications

Minimum Qualifications

Preferred

Setting up Interview Questions

- The District's screening and selection procedures shall be consistent with all the requrements set forth in Section 53024 of Title 5 of the California Code of Regulations. Specifically, all screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

- provided to the Chancellor upon request;

- designed to ensure meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students;

- based solely on job-related criteria; and

- designed to avoid an adverse impact, as defined in Section 53001(a) of Title 5 of the California Code of Regulations, and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.

Minimum Qualifications vs Preferred

- Minimum Qualifications are derived from what is required to perform the duties and responsibilities.

- Minimum Competencies, such as Knowledge, Skills, and Behavior are determined by identifying those skills that must be present for success in the job

- Preferred Qualifications are derived from what is preferred to perform the duties and responsibilities. They are not essential to the job, but can enhance a candidate's ability to perform the job.

- Reviewing the job description allows the Manager to set reasonable expectations as to what Knowledge, Skills or Abilities (KSAs) should be present at the time of application and will be trained

Completing the Application

Internal Applicant Issues

- Attaching required documents
- Thoroughly explaining background/qualifications
- Committee Bias
- Confidentiality
- Timing
- Letters of Reference

Preparing for the Interview

- *First Impressions*
- *Use real life examples*
- *Try to avoid personal stories that involve the committee members*
- *Dress for Success*
- *Prepare for the worst!*
- *Have thoughtful follow up questions*

Setting Goals and Objectives

If you are looking to promote or work in another position, determine your career goals.

Although the terms "goals" and "objectives" are often used interchangeably, there is a difference between them:

<u>Goals</u>

- General

- Intangible

- Broad

- Abstract

- Strategic—long-range direction

- <u>Objectives</u>
- Specific
- Measurable
- Narrow
- Concrete
- Tactical—short-range to support the accomplishment of goals