



## Administrative Procedure 402 Hiring Procedures and Guidelines For Classified Staff

### Philosophy

It is the policy of the West Hills Community College District that hiring procedures and guidelines be established to provide the college with highly qualified support staff skilled in serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to, and themselves represent the ethnic and cultural diversity of the district community.

The governing board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. These hiring procedures are based on a recognition that responsibility for selecting well-qualified people is shared cooperatively by faculty, staff and administration, participating effectively in all appropriate phases of the hiring process.

These responsibilities include, where appropriate: identifying positions, following the district's affirmative action policy, reviewing and formulating job descriptions, advertising positions, screening, interviewing and selecting the recommended candidates. All procedures relative to hiring shall be characterized by strict confidentiality and all committee members shall sign an acknowledgment of their duties and responsibilities as committee members, chairperson, and affirmative action representative. (See Appendix 6, 7, and 8 of Faculty and Staff Diversity Plan).

### Affirmative Action Procedures

All college personnel shall be given appropriate training in affirmative action procedures and the affirmative action goals and timetables of West Hills Community College District so that success in reaching those goals is better assured.

The Faculty and Staff Diversity committee shall be established under the auspices of the district's Affirmative Action Officer. Members of this committee will receive appropriate training and may be expected to serve on selection committees.

The Affirmative Action Officer shall be responsible for monitoring West Hills Community College District's affirmative action policy procedures including, but not limited to, a review of job descriptions and announcements, composition and procedures of screening committees, and the adequacy of the pool of applicants.

Upon notification of desire to fill a vacant position, the position's immediate supervisor, area Dean, and Affirmative Action Officer will review the job description which will include a list of the bona fide job related qualifications for the position as well as other desirable job related qualifications. The Chancellor must approve all job descriptions.

All job announcements shall be reviewed by the Affirmative Action Officer and the Chancellor and distributed in accordance with affirmative action policy.

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Selection Committee Structure

1. The selection committee shall consist of the hiring manager or supervisor, the Director of Human Resources, two CSEA representatives, an affirmative action representative, and when appropriate, the Dean of the Manager's department.

Application Procedures

A 15-day recruitment period shall be established for all positions unless otherwise extended. Advertising will be in accordance with the Faculty and Staff Diversity Plan and shall be under the affirmative action office.

As a general rule, classified application procedures require a district application and the affirmative action form (optional). Resumes are beneficial and unofficial transcripts may be required depending on the minimum qualifications.

Charge of the Committee

At its first meeting, the affirmative action representative shall distribute the following: 1) hiring procedures and guidelines; 2) pre-employment inquiry guidelines; 3) duties and responsibilities of committee members, chairperson, and affirmative action representative; and 4) job description. These materials will be explained by the affirmative action representative and signatures indicating their understanding of the duties and responsibilities shall be obtained by those present.

The first meeting of the committee will be an organizational meeting to accomplish the following tasks: 1) to elect a chairperson to guide the meeting hence forth; 2) to review the job description which will include a list of the bona fide job-related qualifications for the position as well as other desirable job-related qualifications; and 3) to establish a timeline for the recruitment and selection process which includes future meetings of the committee.

After the filing deadline, the Director of Human Resources shall review all applications to determine which candidates meet the minimum qualifications. Any necessary testing will be done at this time by the human resources office.

Upon the completion of testing the Director of Human Resources shall prepare a composite of the applicant pool and forward this list to the Affirmative Action Officer who will determine the suitability of the pool. The Affirmative Action Officer shall recommend to the Chancellor that the pool is sufficient in accordance with Affirmative Action guidelines.

If the pool was determined insufficient, the Chancellor will meet with the committee to discuss appropriate action. This action may include reopening and extending the filing period or continuing with the current pool.

1. Screening Process

Committee Screening - The committee members shall evaluate each application and rate each applicant who has met the minimum job-related requirements for the position on the basis of

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previously accepted criteria and point allocation using the standard rating form. From this rating, the committee shall select the applicants who will be invited for interview. The chairperson shall forward the list of interview candidates to the Affirmative Action Officer for suitability of the pool.

If the pool was determined insufficient by the Affirmative Action Officer, the Chancellor will meet with the committee to discuss appropriate action. This action may include reopening and extending the filing period or continuing with the current pool.

The screening committee may, when in its own judgment no candidates are acceptable, consult with the Chancellor and request that the position be reopened. The Chancellor will meet and consult with the committee and the reopening shall be at the discretion of the Chancellor.

2. Interviews

The number of applicants to be interviewed shall be determined by the committee and the committee shall conduct interviews. The Director of Human Resources shall, upon certification of the interview pool by the Affirmative Action Officer, schedule the interviews with the candidates. The personnel office shall be responsible for all contact and correspondence with the candidates.

3. Committee recommendations

Discussion about the interviews should be withheld until the committee completes all interviews and rating of each candidate. The committee shall rank the pool of candidates and forward, by memorandum, this list to the Director of Human Resources and/or the Affirmative Action Officer.

An eligibility list shall be established which will be used for a period of one year. Whenever feasible and appropriate, eligibility lists shall be maintained for all positions. Lists should be kept current by verifying availability of those on the list on a monthly basis, and conducting new searches whenever no candidates remain.

When a vacancy exists, the Director of Human Resources shall forward the names of the top three ranks to the hiring manager/area administrator for final interview/selection. After a recommendation has been made, the Director of Human Resources shall forward this recommendation to the Chancellor.

Documentation, Records, Confidentiality

All application materials, rating sheets, and other records used in the screening process shall be maintained in the human resources office and shall be stored as required by law (a minimum of two years). These materials, the interviews, and the committee discussions are to be treated as confidential information by the committee members to show high regard for the candidates and to enhance the openness of committee members' discussions and decisions.

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Correspondence

Information to the applicants about their status, as well as all contacts and correspondence for the screening and recommendation process shall be conveyed by the human resources office. No notification of status as an applicant shall be sent until a final recommendation is confirmed.

Reference Checks

The area administrator shall determine the method and procedure of conducting reference calls on the finalists. Reference checks will be done by the hiring manager or chairperson of selection committee or designee.

Chancellor Recommendations

The Chancellor may recommend one finalist to the Board of Trustees for employment or reject all candidates considered based on Affirmative Action Policy. Upon rejection, the Chancellor will immediately meet with the interview committee to recommend, reopen, or re-examine candidates for the non-filled position. Upon selection and confirmation by the Board of Trustees, the Chancellor shall promptly communicate to the committee and post on campus.

Board of Trustees

The Board of Trustees shall make all appointments to employment positions. No contract shall be issued and no job offer shall be official until the Board of Trustees acts upon the appointment.

Employment Offer

The area administrator or designee shall discuss and confirm salary and other arrangements. The Director of Human Resources shall promptly communicate with the remaining finalists. The Director of Human Resources shall check and verify the finalists' transcripts and previous relevant work experience.

***To be replaced  
by AP 7230***

Approval by Board of Trustees: 5/21/96

APPENDIX 6

DUTIES AND RESPONSIBILITIES  
OF SCREENING COMMITTEE MEMBERS

1. Attend all meetings of the committee.
2. Serve as a representative of your respective group.
3. Read all materials presented during the meetings so that you may actively participate in the screening and interview process. Ask questions and make contributions.
4. Maintain strict confidentiality which includes, but is not limited to, the names of applicants and their qualifications, scores or ratings from paper screening, scores or ratings from interviews, any conversation held during screening committee meetings, or any other information throughout the selection process.

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Signature

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Date

APPENDIX 7

DUTIES AND RESPONSIBILITIES  
OF SCREENING COMMITTEE CHAIRPERSON

1. Upon selection, serve as the facilitator/leader of the committee henceforth and attend all meetings of the committee in their entirety.
2. Ensure that all members of the committee fulfill their duties and responsibilities as assigned.
3. Through use of the hiring procedures and guidelines, lead the committee through the screening and selection process.
4. After the filing deadline, meet with the Director of Human Resources to keep abreast of necessary testing, if applicable, or if testing is not required, meet with the Affirmative Action Officer to be informed of suitability of the pool.
5. Reserve all rooms for future meetings.
6. Obtain packets of screening materials and applications from human resources office immediately before application screening committee meeting.
7. Return these materials to human resources office immediately after screening committee meeting and update Director regarding the interview pool, interview questions (and demonstrations, if applicable), and interview schedule.
8. Obtain packets of interview materials and applications from human resources office immediately before interview meeting.
9. Return these materials to human resources office immediately after the interview committee meeting and update Director regarding the outcome of the interviews.
10. Maintain strict confidentiality which includes, but is not limited to, the names of applicants and their qualifications, scores or ratings from paper screening, scores or ratings from interviews, any conversation held during screening committee meetings, or any other information throughout the selection process.

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Signature of Committee Chairperson

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Date

APPENDIX 8

DUTIES AND RESPONSIBILITIES  
OF AFFIRMATIVE ACTION REPRESENTATIVE

1. Bring to the organizational meeting packets which have been prepared by the Human resources office which include the following: 1) hiring procedures and guidelines, 2) pre-employment inquiry guidelines, 3) duties and responsibilities of committee members, chairperson, and affirmative action representative, and 4) job description.
2. Review these materials in detail with the members of the committee and respond to any questions they have.
3. Guide the committee through the election process of a chairperson.
4. Secure the signatures of understanding of duties and responsibilities of all committee members, and chairperson, and self (Affirmative Action representative).
5. Attend all meetings of the committee in their entirety.
6. While not voting, be an observer in the screening and selection process to ensure an equal opportunity for all applicants.
7. Assist the chairperson in enforcing the hiring procedures and guidelines and the pre-employment inquiry guidelines.
8. Bring concerns to the Director of Human Resources and/or the Affirmative Action Officer immediately so that they can be addressed with expediency.
9. Maintain strict confidentiality which includes, but is not limited to, applicants names and their qualifications, scores or ratings from paper screening, scores or ratings from interviews, any conversation held during screening committee meetings, or any other information throughout the selection process.

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Signature of Affirmative Action Representative

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Date

APPENDIX 9

TO: Group Representatives

FROM: Affirmative Action Officer

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ Screening Committee Composition

The following names are being submitted as members of the \_\_\_\_\_ screening committee.

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

Please sign below to indicate your approval.

\_\_\_\_\_  
CSEA President

Route to:

\_\_\_\_\_  
Faculty Senate President

Route to:

\_\_\_\_\_  
Chancellor

Route to:

\_\_\_\_\_  
Affirmative Action Officer