

## **Search, Screening and Hiring Procedure Checklist** ***(Full-time Faculty and Administrative/Technical Positions)***

**Philosophy:** The college values open access, academic excellence, and cultural and ethnic diversity. All persons possessing minimum job qualifications, regardless of race, color, age, gender, religion, marital status, national origin, creed, veteran's status or being physically challenged, must be provided an equal opportunity to compete for employment. Santa Fe College is a non-discrimination employer committed to multicultural diversity within our college through equal opportunity and equal access. The primary function of the screening committee is to review applicant files based on the established criteria, conduct interviews and make recommendations of candidates to be given further consideration.

### **Public Records Act and Communication:**

- All questions from applicants and others about the search and screening process, either during or after completion of the process, should be directed to Human Resources and requests for copies of applicant materials should be directed to Human Resources as the record custodian.
- All activities and documentation relating to search and screening processes are subject to the public records act. Additional information is provided in the HR orientation session and in the SSH Procedure.

### **Search:**

- Department head requests that position be posted by way of the "Request for Posting Form," which requires signatures from budget authority up to vice president. New or restructured positions require President's Staff approval.
- Posting description is drafted and attached to posting request form. Advertising requests are also made via this form.
- Applications are received in the office of Human Resources. Logs are kept for each position indicating who has applied and what documentation has been provided. Files that are complete are indicated with a "c" and the date they were completed. Only files that are complete are eligible to be reviewed by the committee. Committee must confirm that applicant's meet minimum qualifications.

### **Screening, Interview and Recommendation:**

- Screening committee membership and committee chair will be established by the administrative leadership of the department and sent to Human Resources for approval. Each committee must have equity representation for age, gender and ethnicity. The number of gender and ethnic minority committee members is based on the size of the committee. Average committee size is 5-7 members. The committee should be representative of our campus demographics in regard to age and ethnicity. Members should be knowledgeable of the position duties, required qualifications and departmental needs.
- Each committee member will receive a charge from the administrative leadership, which should include information regarding the number of recommendations to be forwarded, timeline, candidate profile, position description, qualifications, and department dynamics.
- Each committee member must complete an orientation session with Human Resources. There each committee member will be given thorough training on the screening process and a review of applicable rules/policies. Also, during this session the charge will be reviewed.
- Committee will establish evaluative tools that will be used for screening of applications and will submit this instrument to HR for review. HR has examples and will make recommendations as needed.

- The college has a strong commitment to enhance diversity by promoting the recruitment of gender and ethnic minorities. Screening committees must support this goal in the review, interview and hiring processes.
- Candidates requesting Veteran's preference must do so in writing by way of the application or cover letter and provide the appropriate documentation. If the applicant requests veteran's preference and meets the minimum qualifications as posted, he/she must be given equal consideration and be extended an interview.
- If the committee has concerns about the pool of applicants, they will request from the administrative leadership that the search be extended or reopened. They must do so through the committee chair. The administrative leadership can extend or reopen the search process through Human Resources after consulting with the committee.
- In collaboration with the department head, the committee must verify credentials, references and prior experience. The current employer should only be contacted if the candidate is strongly being considered for employment.
- Committee will establish interview questions and forward to HR for approval prior to interviews.
- Committee schedules and conducts interviews.
- Committee makes appropriate number of recommendations, as designated in the charge, to the administrative leadership. Recommendations should not be submitted in ranked order. A list of the strengths of each candidate should be included.
- Should the committee deem all of the candidates unacceptable or is unable to recommend the number of candidates as directed, or if the administrative leadership finds the recommendations unacceptable, an explanation must be provided to both parties. The administrative leadership will reconvene the committee for consultation and may provide additional instructions, a revised charge or will request re-posting or extension of the search.
- The chair of the committee will provide a written summary report of the search process to Human Resources and the hiring authority prior to the job being offered by HR.

**Hiring:**

- Administrative leadership interviews, confirms references, qualifications, experience and credentials of each candidate recommended and submits to Human Resources the "Request to Offer and Appoint" form, which indicates proposed salary and justification for salary requested for candidate to be offered position. A credentialing form must be completed prior to faculty job offer being extended by HR.
- If hiring authority does not select one of the recommended candidates, they will reconvene the committee to discuss and may ask for additional recommendations or re-open the search if the committee feels additional candidates are not available within the current pool. If a clearly preferred candidate is not selected, the administrative leadership will dialog with the committee before a final decision is made.
- Employment offers are processed upon receipt of all required approvals, documentation and credentials and can only be extended by the Human Resources Office.

**Notification:**

- Human Resources provides notification to all applicants after the position has been offered and accepted.
- The hiring authority should provide notification to the chair of the search committee and/or committee members. This information should remain confidential until candidate accepts position in writing and all other applicants have been notified.