

EvCC3120P: HIRING PROCEDURE

Original Date: January 1, 2009

Revision Date: September 25, 2012

Procedure Contact: Vice President of Administration

CONTEXT

At EvCC, our goal is to have an open, equitable hiring process that welcomes and respects all applicants. To achieve our goal, the following procedure has been designated to properly manage the hiring process.

PROCEDURE

During the hiring process, the following steps outlined below are to be adhered to. If you have questions regarding the procedure, please contact the Vice President of Administration.

STEP 1: DETERMINE YOUR NEED AND DEFINE THE JOB

Meet with your supervisor (dean, director, or VP) to discuss the current situation that requires a new hire. Decide whether your department can afford the hire. Consider what tasks the hire will do. Decide on the appropriate classification (i.e., exempt, classified, faculty or part-time hourly), the appropriate salary range (look at the [classified bargaining agreement](#) and [Department of Personnel website](#) for guidance related to pay ranges for the position; look at the [faculty bargaining agreement](#) for guidance with faculty compensation), hours (i.e., part-time or full-time), and funding source (i.e., grant-funded or operating budget). If it's a faculty position, solicit input from the department members regarding job duties and qualifications.

STEP 2: PREPARE THE JOB DESCRIPTION

Once you've decided the job title, you need to work on the job description. If a description exists, be sure to edit and update it. If none exists, you need to create one using the EVCC template. If this is a classified position, look at the [Department of Personnel](#) as a starting point, but don't use those words exactly, since that's not going to fit the EVCC template. Send the draft to Human Resources for review.

STEP 3: CREATE THE JOB POSTING

After HR reviews and responds to your job description, you are ready to prepare the posting. (If you've never done this, you may want to schedule time with HR to get a lesson.)

Log on to the [EvCC Employment Website](#).

On the right side of the home page, you'll see the "Create New EvCC Posting link." Choose "Create from Position Type." Click on that, and continue by filling out all the boxes on that page. Work through the pages until you're done. Read through our FAQs on the HR intranet for suggestions and tips. You'll find information about screening committees, mandatory statements, and shortcuts that will make the job easy. With some practice, you should be able to do this step in less than half an hour.

STEP 4: FORWARD THE ONLINE POSTING

At the end of your posting work in the online system, the system will ask you if you want to save without submitting (which you might want to do, if you aren't ready to send it off yet), or whether you want to send it to your VP.

If you are ready, click send to VP and it will automatically send an email to your VP to notify him/her that there is a job posting waiting for their approval. If the VP approves it, the VP will forward to Budget, then to HR for review, then to the President, and back to HR for posting. (For part-time hourly positions, VP and President approval is not required.) You can check the status of your work any time by logging into the system. If you believe the posting is stalled, please call the VP of Admin Services for assistance. HR will post and advertise the job in our regular sites ([WorkSource](#), [Craigslis](#), [State Board website](#), and [Indeed.com](#)). If you need other sites, be sure to list that on your job posting.

STEP 5: FORM THE SCREENING COMMITTEE

If you haven't already done so, this is the point when you need to form your screening committee. Participating on a screening committee can be an extensive time commitment, and members must be prepared to be involved in the whole process. It's important that each member will participate equally in all steps of the screening/interview process. If a member can't be at all meetings and interviews, that person's input cannot be used in the decision-making process. This is to ensure equity for all candidates.

Members should reflect the College's diversity in its broadest definitions (ethnicity, gender, age, work group, etc.) Consider the composition in terms of those with backgrounds other than yours. For example, if you're hiring an accountant, consider having an artist on the screening committee for a different perspective. Consider including an expert: If you're hiring an accountant, you may want an accounting instructor on your committee to share professional expertise. Three to five members are recommended.

Because your screening committee members will have independent access to all application materials, it's very important for them to sign off on confidentiality for each job they review. (Even if they've signed an agreement before, they need to do one for each hiring committee on which they serve.) Confidentiality forms should be kept by the chairperson and turned in to HR after hiring is done.

STEP 6: SCREENING PROCESS

After you have the confidentiality forms from each screening committee member, you can distribute the login/password (found on the 'Guest User' tab on your online posting.) This login is different from the one you use to access the system, so be sure to keep your login to yourself, and give members the Guest User login. Screening committee members can log in using any computer and view all applicant materials at any time. Multiple users can log in at the same time using the same password.

Applicant materials may be viewed through the application window. This means you can see the applications as they come in. While you don't have to wait for the close date to VIEW applications, you have to wait until the close date to take any action. Don't change applicant status in the online system before the close date. Once the position closes, your screening committee should meet to discuss all applicants, even if it's just to decide to exclude an applicant. You may want to use a screening tool to ensure equity.

Be sure to consider the [classified contract](#) requirements to interview candidates on the transfer list, if they are qualified. HR will notify screening committees if there are any transfer candidates in the applicant pool.

Some committees find it helpful to use a classroom projection system and bring the online system onto the screen so that all members view the same documents at the same time for discussion purposes. Others bring their top 10 to the meeting and discuss the candidates that way. It's important to use what you have (application materials) not what you've heard. If a screening committee member has a prior relationship with an applicant, the screening committee member should ensure objectivity and consider resigning from the committee. If a screening committee member has a family member in the candidate pool, the member must resign his/her role on the screening committee.

Screening committee members should have input into the questions used for interviews. HR maintains a question bank on the EvCC intranet. Be sure your questions and interview format follow legal guidelines.

STEP 7: SELECTING CANDIDATES

Please call or email applicants you wish to interview and schedule the interviews yourself. If you require candidates bring materials or prepare a demonstration, make sure candidates are aware of such requirements in advance. Follow up with an email to candidates, explaining your expectations and confirming time/date. With your committee, determine if you will have multiple interview rounds.

You have the option of changing applicant status online. Be careful to do this only after the closing date. Applicants that you mark as 'not selected for interview' will receive an automated email telling them they were not selected. Doing this

early in the process helps candidates know their status, but it will limit your options if you decide you need to interview deeper in the pool later on.

STEP 8: INTERVIEWS

Advance Preparation: If you have out-of-state candidates, consider phone interviews as a first step. Keep the phone interview process equitable by speaking to all first round candidates (even local candidates) via phone.

Faculty and Exempt candidates are eligible for travel reimbursements, but there are restrictions. (Contact Human Resources if you have any questions).

Reserve the room, send parking passes and [campus maps](#) to candidates, and [reserve parking places](#) if needed. Gather Candidate Packets from HR for out-of-area candidates. Set up campus tours (HR will assist you if you need help.)

Prepare interview questions ahead of time. Print questions with room to write on the question sheet for all committee members, enough for all candidates (7 interviews; 5 members- at least 35 copies). Print a copy of the questions without extra space (all on one sheet) for the candidate to have on the table. Putting the candidate's copy on a clipboard or under a report cover prevents candidates from taking the questions with them.

Day of Interview: Arrive early to set up your interview room. Provide a pitcher of water, cups and napkins. (HR has materials if you need help.) Provide a chair outside the room for candidates who arrive early. Bring extra pens for committee members. Welcome candidates and put them at ease by smiling and chatting a little before the interview begins. At the end of the interview, give candidates your timeline for the rest of your hiring process.

STEP 9: POST-INTERVIEW

Talk to your committee. Decide by consensus which candidate(s) you believe are the best fit for the job. Send the names of those candidates to HR. HR will do reference checks ASAP and will provide you with the summary of responses. If you need clarification, the committee chairperson and/or supervisor may call the reference again and get more information. Remember, any documents printed or interview notes, etc. should be turned in to HR when hiring is finished.

STEP 10: SELECTION AND OFFER

Once you're sure you have the candidate you want, write a short memo to the college President to get approval. The President is the only one with authority to hire/terminate anyone other than part time employees. Include the salary (based on what you posted, and the collective bargaining agreements), and reasons why you chose that candidate. This can be an email, copied to your VP and the VP of Admin Services. After you receive approval, call your candidate and make the offer. There are situations when you will make an offer contingent upon further action (background check; proof of particular certifications/license.) Discuss with HR if you have any questions.

STEP 11: POST-HIRE

After your candidate accepts your offer, you must call all those you interviewed to let them know they did not get the job. Be careful to restrict your comments to general reasons (deep candidate pool, best fit for this job, etc.), because what you say can be used to sue the College for unlawful hiring practices. Change the status of applicants on the online system (not interviewed, interviewed but not hired, etc.) Notify HR of your selection, salary, and start date. HR will send a confirming welcome email to your candidate and start the on-boarding process.

STEP 12: ON-BOARDING

Ensure you've arranged for office space and supplies, technology (computer and phone). HR will put the new hire "in the system." HR will activate the welcome committee and provide basic orientation and benefits information in person on or before the first day. Provide a work buddy for your candidate, or be the resource yourself for department orientation (procedures, copier systems, work schedule, etc.) Welcome your new hire as they settle in and make a difference at EVCC!

RELEVANT LAWS AND OTHER RELATED INFORMATION

[Classified Bargaining Agreement](#)

[Department of Personnel website](#)

[Faculty Bargaining Agreement](#)

REVISION HISTORY

Original Date: January 1, 2009

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APPROVED BY

VP Staff