FULL-TIME TENURE TRACK FACULTY RECRUITMENT

AP 7120c outlines the procedures for F/T faculty recruitment. Following those procedures the process is as follows:

1) Department Chair, using a template will submit an online posting request (see People Admin for process or creating/editing a template if needed).
2) After the posting is routed through the entire approval process the HR Administrative Manager will assign the recruitment to a HR Specialist.
3) HR Specialist will start the recruitment
    a. Open for transfer per CTA agreement.
        i. A transfer memo should be emailed to the entire District as soon as an approved request for a job posting is received. Transfer notices are open for 5 working days (example 1 attached). Transfer requests should be sent to VC, Academic Affairs or VC, DHR. Check with them to see if any requests for transfer were received. If none, then you can begin to work on the job posting. If any requests were received, VC, AA will advise if the transfer is approved or not. If the transfer is approved the posting will be closed with a status of filled from transfer.
    b. If a transfer is not approved the posting is then open to the public.
        i. HR Specialist CAREFULLY reviews each field to make the necessary corrections/changes per the People Admin procedures.
        ii. HR Specialist then sends the posting to the DHR Manager for review and approval.
        iii. HR Specialist then sends the posting to the Dept. Chair for final approval.
        iv. After the DHR Manager and Dept Chair approves the HR Specialist posts the position.
    c. The HR Specialist advertises the position.
        i. A District wide email is sent announcing the position (example 2 attached).
        ii. Additional advertising is based on departmental requests (listed on posting), standard online and print advertising as listed in AP7120c and budget restraints.
        iii. List of all advertising requirement are sent to JobElephant.com.
            1. JobElephant will send a detailed advertising campaign summary and quote.
            2. Quote must be approved by DHR Administrative Manager.
            3. Job Elephant is notified of modification or approval of campaign.
    d. Facilitate selection process
        i. EEO approval.
            1. After the closing deadline, log on to People Admin and print the Department EEO report.
                a. Departmental EEO report printing instructions:
                    i. Search Posting
                    ii. Select "Title"
                    iii. Click "Check All"
                    iv. Go to posting status

v. Check "Screening in Process" status
vi. Click "Confirm"
vii. Click "View"
viii. Click "Check All"
ix. Change "Multiple Applicant Statutes"
x. Change to "Screening in Progress"
xi. Print EEO Summary (DHR) and Department EEO (for Director of Equity and Compliance"
xii. Check EEO Summary against applicants
xiii. Give report to Director of Equity and Compliance

2. This report needs to be reviewed and approved by the Director, DEC before conducting the pre-screening meeting.
3. If not approved, Director, DEC will contact the hiring manager for any recommendations if we have an insufficient pool of candidates, and may extend the position.
4. If DEC Director recommends extending the position.
    a. Log on and search for the position in People Admin.
    b. Change the closing date on the posting to the extended date.
    c. Change "Posting Status" to "Position Extended".
    d. Change "Applicant Status" to "Position Extended".
    e. Email RCCD-ALL announcing the extension.
    f. Re-advertise as requested by Director, DEC.
    g. After the extended closing date of the position, log on to People Admin and print the Department EEO report. This report needs to be reviewed/approved by the Director, DEC before conducting the pre-screening meeting

ii. Pre-screening meeting:

1. Check with DEC if all the committee members have gone through the EEO Training. If so, then print the committee members TAs and use the Time Schedules for Faculty Sheet to find the time that is best for the committee to meet. Schedule multiple meetings on the same day/location if schedule allows it.
2. Log on to Resource 25 and reserve a location for the meeting.
3. Send out an email to the committee members (example 3 attached) notifying them that they have been selected to participate in a recruitment. Two days before the scheduled pre-screening meeting send out a reminder to all the committee members.
4. Request IMC set up of computer and LCD if needed.
5. Prepare the recruitment folders. You will need to prepare a screening folder for each committee member which includes the following:
    a. Copy of the job posting preview (print about 25 you will need them later) (example 4 attached).
    b. Copy of the guest user instructions (add username and password from the posting) (example 5 attached) .

c. Screening instructions on how to complete screening forms (purple sheets) (example 6 attached).
d. Alphabetical applicant list. Create it in excel and save as on the shared drive under certificated Alpha Lists . (example 7 attached).
e. One screening sheet for each applicant with their names printed on them and save as on the shared drive under certificated screening forms (example 8 attached).
f. Extra blank screening sheets (example 9 attached).

6. Prepare a folder for HR Specialist which includes everything listed in the committee folder plus:
    a. Hiring Process
    b. Minimum Quals
    c. Staff Directory
    d. HR Specialist's Calendar
    e. Pre-screening Meeting Agenda (example 10 attached)
7. Prepare a "date" folder indicating the name of the recruitment and closing date on the label. This is the holding file for all general recruitment documents.
8. Prepare a folder "Screening" folder to archive all the completed screening forms in.
9. Prepare an "Interview" folder to archive interview documents in.
10. During the meeting you must discuss the following:
    a. Qualifications to make sure the applicants meet minimums.
    b. Equivalency.
    c. Determine length of time the committee will need to screen all applications.
    d. Schedule a pre-interview meeting (2hrs).
    e. Schedule Interview dates.
    f. Request the committee prepare questions and email them to you.
11. After the pre-screening meeting
    a. Request a room though Resource 25 for the pre-interview meeting and the interviews.
    b. Update recruitment log.
    c. Place meeting and interview date on your calendar.
    d. Send out update memo (example 11 attached).
    e. Send out a meeting reminder 2 days before the pre-interview meeting date.

iii. Pre-interview meeting: Prepare for pre-interview meeting a couple of days before the meeting. In your folder you should have the following.
    a. Draft interview questions submitted by the committee along with the standard questions. Make enough copies for everyone on the committee and yourself (example 12 attached).
    b. A copy of the Alpha List to use as a tally sheet.

c. At the meeting the committee will decide:
    i. Which candidates to interview.
    ii. Which questions to ask.
    iii. If any equivalencies are needed for selected candidates.
    iv. Length of time for each interview.
    v. Length of time needed for break.
    vi. If a type of teaching skills demonstration.
    vii. If video conference will be allowed for out-of-state candidates.

d. Immediately after the pre-interview meeting.
    i. Update the People Admin screens.
    ii. On the same EEO Summary sheet previously approved by the DEC Director, indicate the ethnicity and gender of each interview candidate and have the DEC Director review and approve (example 13 attached).
    iii. Process any equivalencies needed.

iv. 1st Interviews. Once the DEC Director approves the interview pool you will need to:

1. Contact all interviewees.
2. Order requested equipment through IMC.
3. Email Food Services with catering request.
4. Email Parking Services to reserve parking (RIV – Sheri Corral, NOR – Shaun Frantz, MV – Clint Sandusky).
5. Send out interview candidate confirmations along with a parking permit, link to the campus map and copy of the job description (example 14 attached)
6. Conduct Interviews
    a. Create interview folders for each committee member including:
        i. Interview question script (example 15 attached)
        ii. Interview schedule for the day (example 16 attached).
    b. HR Specialist folder should have the above and:
        i. Questions for the table with extra copies (example 17 attached)
        ii. Name plates for each everyone
        iii. Candidate evaluation form (example 18 attached)
        iv. Candidate recommendation (example 19 attached)
        v. Interview discussion reminders (example 20 attached).
    c. In the "Interviews" folder place the following for each interviewee:
        i. Copy of job announcement.
        ii. Copy of committee listing (example 21 attached)

d. Bring any additional equipment needed for presentations.
e. Greet candidates and inform them of interview process.
f. Complete candidate evaluation form.
g. Facilitate verbal dialogue of candidates.
h. Complete candidate evaluation form.
i. Clean up room before leaving.

v. Final interviews are usually scheduled the following day if you have out of state candidates. If not, then 2-3 days after the initial interview. Depending on the schedule of the final interview committee (as specified in AP7120c)
1. Contact the administrative assistants of the final interview committee to coordinate date and time.
2. Make rejection calls to those interviewed candidates not selected for a final interview.
3. Make calls inviting those candidates that are selected for an interview.
4. Update candidate and posting status in People Admin
5. Send a confirmation interview email to finalist (example 22 attached) include a campus map and parking permit.
6. Reserve parking for candidate.
7. Prepare the final interview schedule
8. Email the final interview committee (example 23 attached). You may include the assistants to the administrators in your email. Include the following:
   a. Schedule
   b. Job description
   c. Guest user instructions.

vi. Reference checks are usually completed by the VP or Area Dean. Email them the reference checks forms (example 24 attached). Remind them to return the forms to you for inclusion in personnel file.

vii. The same person who made the reference call will usually make the offer to the candidate. After the candidate accepts the offer.
1. Make rejection calls.
2. Update People Admin
3. Add appointment to the board agenda (example 25 attached)
4. Send results memo to initial committee members to notify them who was selected (example 26 attached).
5. Complete salary placement worksheet (example 27 attached)
6. Send a conditional offer letter (example 28 attached) and a new hire packet to the new employee.

4) HR Specialist will process the new hire.
   a. HR Specialist calls the new employee and schedules an appointment to come in and complete paperwork. When possible, also schedule a meeting with Pauline Castro immediately following your meeting.
   b. At the meeting with the new faculty member the HR Specialist will:
      i. Review file or new employee packet.

ii. Discuss Salary Placement and give copy of salary schedule
iii. Discuss regular load: Required to teach 15 units Fall and 15 units Spring. If you choose to teach Winter/Summer is extra pay.
iv. Explain if working Winter/Summer – Intersession Salary Schedule can only be chosen once either Winter or Summer. If chosen in the Winter then Summer will get paid off the Faculty Hourly Salary Schedule. Pick Intersession Salary Schedule for the term you will teach the most. Note: if the Intersession Salary Schedule is chosen for the Winter and Winter classes are cancelled, then Summer will get paid off the Hourly Salary Schedule.
v. Explain that Counselors/Librarian are require to work 10 additional paid duty days per year. If not completed, pay will be docked.
vi. Give Academic Calendar
vii. Explain effective date of hire. Date of hire is day of new faculty orientation unless the new faculty has previously attended new faculty orientation, in that case the first date is the first required flex date.
viii. Explain new employee orientation information to be mailed out the first week of August from the college.
ix. Explain Flex Days – required to perform 18 hrs (Academic Calendar) by attending conferences, workshops, professional development workshops, Web CT Classes, some are required some are optional.
x. See Department Chair for schedule arrangements.
xi. Explain 10 vs 12 pay schedule.
xii. Review conditional offer of employment.
xiii. Give them a copy of JD important to review when it comes to improvement of instruction.
xiv. Explain evaluations (Improvement of Instruction) pg. 25 of CTA contract.
xv. Give them CTA Contract.
xvi. Give a brief description of benefits but they will be meeting with Pauline to sign up.
    1. Dental Plan incentive plan (70% first year, 80% second year, 90% third year til you get to 100%....if not used in a yearly basis you go back down to 70%).
    2. Medical Insurance
        a. Kaiser – HMO, Kaiser facilities only, no co-pays, no premiums, co-pay for prescriptions only.
        b. HealthNet – HMO, several participating clinics, no co-pays, no premiums, co-pay for prescriptions only.
        c. RCCD - PPO, out of pocket expenses, 80% coverage.
        d. AFLAC – offers different plans you can purchased, optional.
    3. Jefferson Pilot Life Insurance - $50,000 life insurance complete form.
xvii. Explain they do not contribute to Social Security, no state disability. Stipulation in California Ed Code (extended illness leave 5 months pays ½ salary no lapsed in benefits).

xviii. Explain STRS – 8% contribution of based on salary only, no summer/winter.

xix. Review the following new hire paperwork

1. Have them sign employment application.
2. Beneficiary form
3. Emergency contact form
4. Copy DL & SS Card
5. Oath of Allegiance
6. Federal Recording requirement Form
7. I-9
8. Acknowledgement of handbooks/agreements
9. Vets Form
10. TB test (give slip if they don't have copy with them)
11. SSA Form 1945
12. Temporary Employment form if needed.
13. 10 vs 12
14. Official Transcripts
15. Verification of experience for salary placement
16. Give STRS beneficiary form
17. Give employee a copy of the checklist with outstanding items highlighted.
18. Give employee copy of Internet Code of Conduct form
19. Give employee a copy of the Board Policies acknowledgement memo

xx. Complete Livescan fingerprinting.

xxi. Take picture and print a staff ID card.

c. Enter all the screens as required in Datatel Instructions

d. Complete an Enable Accounts forms and email it to the helpdesk. (example 29 attached)

e. Send the following documents to payroll.

i. Payroll Card.
ii. Copy of SS Card.
iii. Copy of authorization to work in the U.S. if applicable.
iv. Original W-4 Form for the current year.
v. Payroll Direct Deposit Form (even if employee elects to pick up check).
vi. 10 vs 12 form.
vii. STRS/PERS Information Supplemental form.
viii. Form SSA-1945.

f. Place the following items in appropriate file.

i. Employment Eligibility Verification (I-9).
ii. W-4 EDD form (Give to Dawn Rechenberg).

g. Personnel Files (3).
    i. Brown file with yellow labeled as follows:
        1. LAST NAME, FIRST NAME HD: XX/XX/XX
            a. Place all of the personnel file documents in the file with pre-employment documents on the left and post-employment on the right following the Personnel file checklist (example 30 attached).
    ii. Manila folder for evaluations, white label should read:
        1. LAST NAME, FIRST NAME EVALUATIONS
    iii. Manila folder to be place in the medical file cabinet. White label should read:
        1. LAST NAME, FIRST NAME MEDICAL FILE

5) HR Specialist will close/archive the recruitment.
    a. Update People Admin .
    b. Place the following documents in the "Date" folder:
        i. Copy of the View Posting Summary.
        ii. Applicants List.
        iii. Initial Interview Committee.
        iv. First Interview Schedule.
        v. Final Interview Schedule.
        vi. Interview Questions.
        vii. Posting Preview.
        viii. Any important email correspondence.
        ix. Any other important documentation.
    c. Place the following documents in the "Interview" folder.
        i. Copy of the first interview schedule stapled to the back.
        ii. Interview question packets, make sure back page was signed by committee members.
        iii. Final interview selection sheets.
        iv. Committee selection memo.
        v. Candidate evaluation sheet
        vi. Committee ranking sheets.
    d. Place the following documents in the "Screening" folder.
        i. All screening sheets.
        ii. Tally sheet.
    e. Place the following in the Recruitment Binder.
        i. Copy of the View Posting Summary (Highlight the DHR Recruitment ID ex. C#)
        ii. EEO Summary.
        iii. Applicants' List.
        iv. Initial Interview Committee.
        v. First Interview Schedule.
        vi. Final Interview Schedule.
        vii. Interview Questions.
        viii. Posting Preview.