Serving on a

COLLEGE OF THE CANYONS

SELECTION COMMITTEE

MAINTAINING

EQUAL EMPLOYMENT OPPORTUNITY
THANKS!!

The Human Resources Office would like to thank each of you for taking time out of your busy schedules and serving on this hiring committee.

Your involvement helps to ensure a fair and equitable process, maintains focus on shared governance, and contributes to the quality of life here at the college.
AGENDA

• Equal Employment Opportunity

• Roles and Responsibilities
  ✓ The Selection Committee
  ✓ The Selection Committee Rep
  ✓ Human Resources

• Hiring Procedure Review

• Questions and Answers
OVERVIEW

We are here to ensure a fair and objective hiring process in order to hire the most qualified candidate to meet the needs of the District.

When this training is complete you should feel informed and confident in your role as a hiring committee member.
EEO POLICY

The Santa Clarita Community College District is an equal opportunity employer and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
ENSURING EQUAL EMPLOYMENT OPPORTUNITY

- Ask appropriate questions
  ✓ Appropriate questions are job related

- Follow-up questions
  ✓ You may ask follow-up questions to clarify a vague or incomplete response
  ✓ Be careful that follow-up questions are not actually new questions which may not have been asked of all candidates.
ENSURING EQUAL EMPLOYMENT OPPORTUNITY

• Gestures and Comments
  ✓ Make the candidate feel at ease. Show you are engaged (e.g. eye contact).
  ✓ No clapping, rolling of the eyes, drawing pictures, etc. Watch body language.
  ✓ Make sure all comments regarding the position are job-related, even outside the interview setting.
ENSURING EQUAL EMPLOYMENT OPPORTUNITY

- Ensure all candidates are treated uniformly
  - Special care must be taken when the candidate pool includes an internal candidate.
  - Internal candidates should conduct themselves as if they did not know anyone on the committee. The committee should treat an internal candidate as if they did not know them.
THE HIRING COMMITTEE

• Members of the committee must attend all committee meetings and candidate interviews.

• Members must agree, in writing, to maintain strict confidentiality in all aspects of the hiring process.

• Members must not advocate for any candidate nor discuss personal experiences with the committee.

  ✓ However, a member who knows, or has prior experience with any candidate should discuss this with the committee chair.
THE HIRING COMMITTEE

• Members should conduct themselves in a professional and collegial manner at all times.

• Members will participate in determining screening criteria based on the job announcement/description and the development and review of first level interview questions.
SELECTION COMMITTEE REP

- Serves as a non-voting observer of the process and advisor.
- Advocates for a fair employment process
- Monitors process for compliance with District’s EEO policies and procedures
- May train committee on EEO requirements
- Participates in development of application screening criteria and interview questions
SELECTION COMMITTEE REP

• Ensures all comments are job related, even outside the interview setting

• Monitors application screening and interview process reporting any issues, problems, or concerns to the EEO Officer

• Ensures all applicants are treated uniformly, asked the same set of questions, and allotted the same amount of time to answer questions
SELECTED COMMITTEE REP

• Ensures interview questions asked are job related and the follow-up/probing questions are being used appropriately.

• Ensures all committee members, including Selection Committee Rep, are present at all meetings

• Acts as liaison between Human Resources Office and the Selection Committee.

• Will inform the EEO Officer if District EEO policy has not been followed, which may result in the recruitment being terminated.
HUMAN RESOURCES OFFICE

• Revises and confirms the job description, announcement and all necessary documentation prior to releasing position.
• Creates an advertising campaign working with the hiring manager.
• Confirms committee membership ensuring proper representation according to District policies and the EEO plan.
• Provides logistical and administrative support to the Hiring Committee Chair and members.
• Provides information to all candidates throughout the hiring process, including final disposition.
iGreentree Hiring Manager

What is iGreentree Hiring Manager?

• iGreentree is the District’s applicant tracking system
• Applicants can apply online and upload all of the required documents to our system (not just the application)
• Members of all hiring committees will have access to Hiring Manager to view applications and supplemental documents online.
iGreentree Hiring Manager

Why the new system?

• Better for applicants
  • Create one profile to use for all future applications
  • Upload all documents online
  • View application status at any time
  • Set job alerts
  • Email friends
iGreentree Hiring Manager

Why the new system? (continued…)

• Better for HR
  • All online – less paperwork to receive/compile
  • Enhanced reporting capabilities
• Note: We will still process and upload any paper applications and documents we receive
iGreentree Hiring Manager

Why the new system? (continued…)

• Better for YOU!
  • View applications, including all required supplemental materials online
  • View applications anywhere – home, office – NO more trips up the hill to HR

Please call the Human Resources Department if you are concerned about screening online.
iGreentree Hiring Manager

Accessing Hiring Manager

• [https://igreentree.canyons.edu/](https://igreentree.canyons.edu/)
• Click on Hiring Manager
• Enter Network user name and password
• Enter Hiring Manager user name and password
• You can now view your positions and applications

See the handout in your hiring committee folder for complete instructions.
iGreentree Hiring Manager

Screening Applications

• Keep your committee folder with you
• Screening criteria sheet added from HR
• Applications viewable 1 full day after position closes until last day of 1st level interviews

Deliberations meetings held same as before
iGreentree Hiring Manager

Confidentiality

• Do not give others your network user name and password or your Hiring Manager user name and password
• Log-off each time you are away from your desk
• Keep your committee folder in a secure place until the deliberations meeting
• Do not sit at a computer where others will be able to view Hiring Manager.
Confidentiality (continued…)

• Do not print any application materials from Hiring Manager. If you must print a document, place the copy in your committee folder for HR to shred at the completion of the hiring process.
HIRING PROCEDURES

• Establishing the recruiting timeline
  ✓ Orientation, application screening, deliberations, 1st level interviews, deliberations, 2nd level interviews, reference check, offer, Board Agenda.
  ✓ Accommodating out of the area candidates

**Note**
1st level interview questions must be finalized before application screening can begin.
Today’s Agenda

- Hiring Manager overview of position
- EEO presentation
- Small pool – Screen or invite all?
- Possible screening criteria
- Interview questions
- Solidify timeline