Orientation for Full-Time Faculty and Educational Administrator Hiring

Presented by Human Resources
Agenda

- Purpose of Orientation
- Confidentiality Statement
- Equal Employment Opportunity
- Human Resources Contacts
- Hiring Manager
- Orientation Checklist
- Q & A
Purpose of Orientation

- Become familiar with the hiring process
- Understand the rules and guidelines
- Understand how to use Hiring Manager
- Opportunity for the Dean/Hiring Administrator & Chairperson to address the committee
- Work on specifics regarding the position
- Ask questions
Confidentiality Statement

- Importance of Confidentiality
  - During and after recruitment is completed
  - Keeping correspondences confidential

- What to do if people approach you with questions

- Signing the Confidentiality Statement
Equal Employment Opportunity

Serving on a
COLLEGE OF THE CANYONS
SELECTION COMMITTEE

MAINTAINING
EQUAL EMPLOYMENT OPPORTUNITY
EEO – What we’ll cover today

- Equal Employment Opportunity Policy

- Roles and Responsibilities
  - The Selection Committee
  - The Selection Committee Rep
  - Human Resources
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 have not 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 and/or candidates 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 Committee Chair should remind both the candidate and the committee prior to the interview.
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 should not print any application materials when reviewing applications outside of the HR Office.
  - If any documents must be printed, they should be placed in member’s committee folder and returned to HR.

- Members must not advocate for any candidate nor discuss personal experiences with the committee.
  - A member who knows or has prior experience with any candidate and feels they could not evaluate the candidate in an unbiased manner, 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.
The Selection Committee Representative (SCR)

- Usually serves as a non-voting observer of the process and advisor. The SCR can be a voting member if the committee agrees.

- Advocates for a fair employment process.

- Monitors process for compliance with District’s policies and procedures, reporting any problems to the District’s EEO Officer – Vice President of Human Resources.

- May train committee on EEO requirements.
The Selection Committee Representative (SCR)

- Participates in development of application screening criteria and interview questions.
- Ensures all comments are job related, even outside the interview setting.
- Ensures all applicants are treated uniformly, asked the same set of questions, and allotted the same amount of time to answer questions.
The Selection Committee Representative (SCR)

- Ensures interview questions asked are job related and the follow-up/probing questions are being used appropriately.
- Ensures all committee members are present at all meetings.
- Acts as liaison between Human Resources Office and the Selection Committee.
The Human Resources Office

- Reviews and confirms the job announcement and all necessary documentation prior to releasing position.

- Creates an advertising campaign working with the department and Division Dean.

- Confirms committee membership ensuring proper representation according to District policies.
The Human Resources Office

- Provides logistical and administrative support to the Hiring Committee.
- Provides information to all candidates throughout the hiring process, including final disposition.
Human Resources Contacts

- Christina Chung (HR Director, x3127)
- Diane Fiero (Vice President of HR, x3424)
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
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
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/
  - Click on Hiring Manager
  - Enter Network user name and password
  - Enter Hiring Manager user name and password
    - Contact HR immediately to change your 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
  - Screening criteria sheet will be emailed to you when screening begins
  - Keep screening criteria sheet in secure place and bring with you to deliberations meeting
  - Applications viewable 1 full day after position closes until last day of 1st level interviews

- Deliberations meetings held in computer lab
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.
Orientation Checklist

- Review committee folder materials

- Sign Confidentiality Form

- Hiring Administrator and Chairperson will review job announcement & answer questions.
  - Highlight important duties and desirable qualifications

- Confirmation of committee composition
  - SCR role (voting or non-voting)
Orientation Checklist

- Confirming timelines for committee
  - Screening Timelines
    - Occurs after screening criteria and questions have been developed
    - HR is flexible on screening and interview times
  - Deliberations Meeting I – To select first level candidates
  - First Level Interview Dates and Times
  - Deliberations Meeting II – To select finalists
  - Final Level Interview Dates
Orientation Checklist

- Develop application screening criteria based on job announcement.
  - Determine weight for each criterion.

- Develop first level interview questions and scoring weight.
  - Ensure questions are job related.
  - Ensure candidates can answer all questions and present demo in allotted timeframe.
Q & A