



Faculty Hiring Committee Training

January 24, 2020

Reminders

- **No sharing of firsthand, job-related knowledge.**
- HR only screens for minimum qualifications.
- HR *no longer* screens for completeness.
- When selecting interview candidates, committees must **rank top 10 candidates** in the applicant pool. If any “current” associate faculty are among the top 10, they must be interviewed.
(“Current” means Spring 2020, Fall 2019, Summer 2019.)
(Even if AF in different discipline.)

Equivalency Applications

- Equivalency is required if applicant's degree is not an **exact** match to a degree listed in the State Chancellor's Office MQs handbook.
 - Examples:
 - **"Guidance Counseling"** vs. **"Guidance and Counseling"**
 - **"Film"** vs. **"Cinema"**
 - **"Mathematics"** vs. **"Mathematical Sciences"**
- If any interview candidates require equivalency, HR will help them prepare their request.

Equivalency Applications

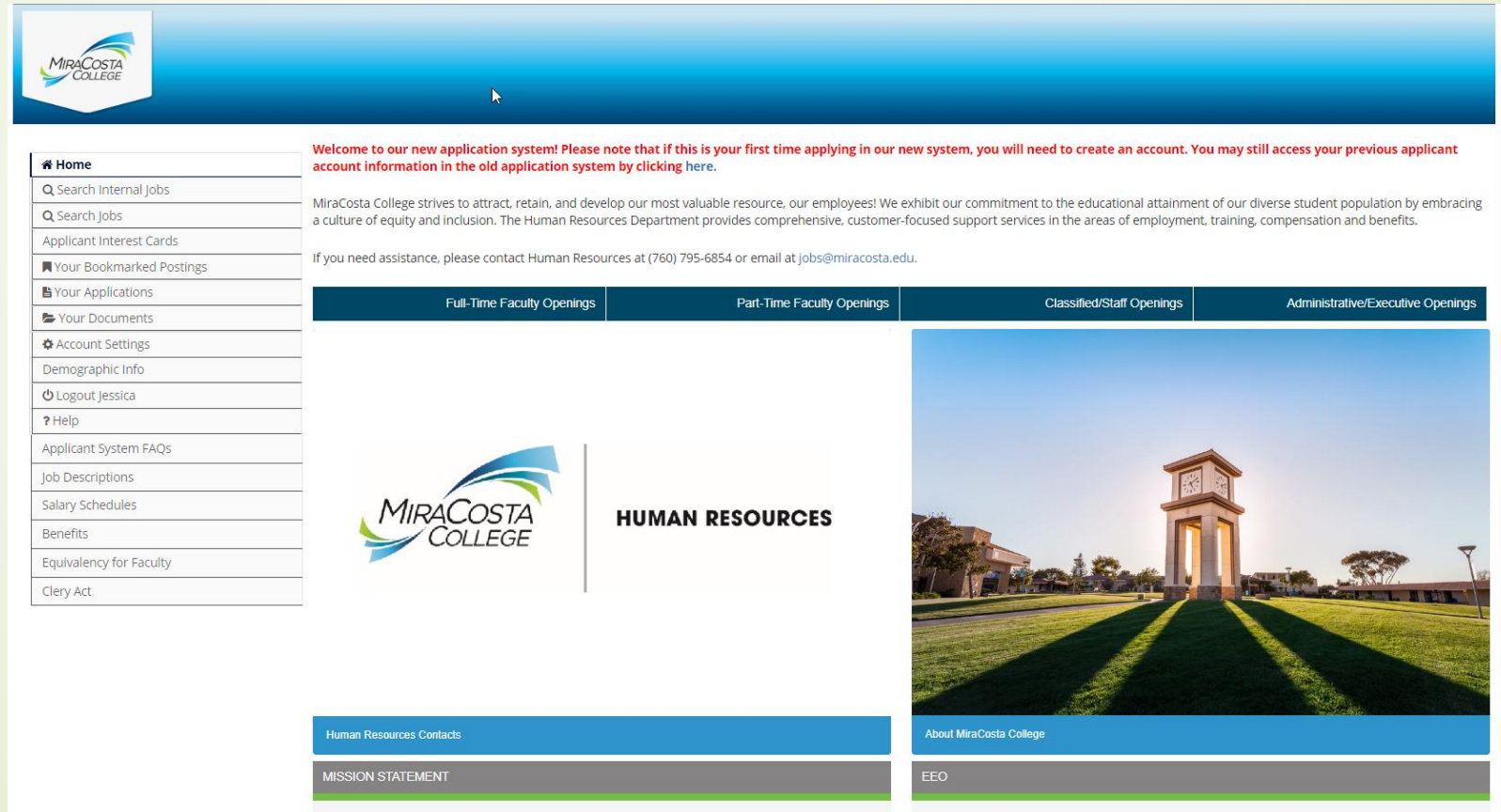
- HR will reach out to department chair for **letter of support**.
- Expectation that **Equivalency Committee**'s review will take place before the candidate's interview.
(That's why we ask for 3 weeks between when candidates are selected to interview and the interview day.)
- After Equivalency Committee's review and recommendation, **Academic Senate** reviews request. We do our best to have AS approval before the final interviews!

Screening Criteria Form


- EEO/diversity rubric is required.
- **Must** turn screening forms into HR at meeting to select interview candidates.
- Sample form...

New Applicant Tracking System

jobs.miracosta.edu



The screenshot shows the Miracosta College Jobs website. At the top left is the Miracosta College logo. A navigation menu on the left includes: Home, Search Internal Jobs, Search Jobs, Applicant Interest Cards, Your Bookmarked Postings, Your Applications, Your Documents, Account Settings, Demographic Info, Logout Jessica, Help, Applicant System FAQs, Job Descriptions, Salary Schedules, Benefits, Equivalency for Faculty, and Clery Act. A central banner reads: "Welcome to our new application system! Please note that if this is your first time applying in our new system, you will need to create an account. You may still access your previous applicant account information in the old application system by clicking here." Below this is a paragraph about Miracosta College's commitment to equity and inclusion, and contact information for Human Resources. A horizontal menu offers: Full-Time Faculty Openings, Part-Time Faculty Openings, Classified/Staff Openings, and Administrative/Executive Openings. The main content area features the Miracosta College logo and "HUMAN RESOURCES" text. To the right is a large image of a clock tower on a green lawn. At the bottom, there are links for Human Resources Contacts, MISSION STATEMENT, About Miracosta College, and EEO.

 **MIRACOSTA COLLEGE**

Home


- Search Internal Jobs
- Search Jobs
- Applicant Interest Cards
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
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- Applicant System FAQs
- Job Descriptions
- Salary Schedules
- Benefits
- Equivalency for Faculty
- Clery Act

Welcome to our new application system! Please note that if this is your first time applying in our new system, you will need to create an account. You may still access your previous applicant account information in the old application system by clicking here.

Miracosta College strives to attract, retain, and develop our most valuable resource, our employees! We exhibit our commitment to the educational attainment of our diverse student population by embracing a culture of equity and inclusion. The Human Resources Department provides comprehensive, customer-focused support services in the areas of employment, training, compensation and benefits.

If you need assistance, please contact Human Resources at (760) 795-6854 or email at jobs@miracosta.edu.

Full-Time Faculty Openings | **Part-Time Faculty Openings** | **Classified/Staff Openings** | **Administrative/Executive Openings**

 **HUMAN RESOURCES**

Human Resources Contacts

MISSION STATEMENT

About Miracosta College

EEO



New Applicant Tracking System

- Unique login for each committee member.
- More intuitive and user-friendly.
- Can use browser back/forward buttons and breadcrumbs.
- Use Chrome or Firefox (not Edge or Explorer).

Human Resources Contacts

- ▶ Shawna Sourivanh – Human Resources Supervisor
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- ▶ For questions pertaining to specific positions...
 - Martinique Gregory: 760.757.2121 ext. 6865 or martiniquegregory@miracosta.edu
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