

## Classified Administrator Committee Chair Guidelines

{Position Title}

Task	Date sent to HR	Date Completed
1. Submit personnel requisition in Portal	-----	done
2. Select committee members including EEO rep		-----
3. Committee training (HR schedules this if necessary)	(HR will schedule)	(HR will schedule)
4. Final interviewer(s)		-----
5. Organizational meeting (all members)		
6. Timeline		
Committee Documents (#7 – 11)		
7. Interview questions		
8. Test (optional)		
9. Writing exercise (optional)		
10. Presentation (optional)		
11. Finalize interview questions, etc.		
<b>12. “Organizational Meeting Checklist”</b>		
13. Committee meeting to select interview candidates		
14. Committee interviews		

1. ☒ **Personnel requisition** – Should have been submitted through Portal prior to posting job announcement. If it has not been submitted already, please do so as soon as possible.
2. ☐ **Select committee members including EEO Rep** – Committee composition for classified administrator recruitments should be both gender and racially/ethnically diverse. It is recommended that the committee include representatives from the employee groups that frequently interact/collaborate with this position:
  - a. The supervisor and the administrator one level above or designee (if this is a division head, he/she may elect not to participate and instead may interview finalists recommended by the committee).
  - b. One member of the committee must be designated and trained as the Equal Employment Opportunity (EEO) representative. The criteria for the EEO rep:
    - i. must not be in the same department as the committee chair;
    - ii. must not report to the same supervisor/administrator as the committee chair;
    - iii. must not report to any supervisor/administrator who will participate in the initial or final interviews;
    - iv. must not be a student, student worker, or hourly temporary employee.

The purpose of these criteria is to prevent the appearance or actuality of the EEO rep being influenced or suppressed by anyone involved in the interview process (initial or final).
  - c. The selection committee may also include two or more additional members. These members may be within the department/division, from outside the division, or from outside the college.
  - d. If the position is at the San Elijo Campus, Community Learning Center, or the Technology Career Institute, special effort should be made to assure the committee is balanced with staff from the particular site. The committee composition should be such that no one individual or groups of individuals has undue influence.

3. **Committee training** – Required for all committee members who have not been through a committee training within the previous 12 months. Training will be scheduled by HR and should be completed prior to committee’s organizational meeting. The EEO rep will go through an additional training with the HR Operations Manager.
4. ☐ **Final interviewer(s)** – Determine who will conduct the final interviews.
5. ☐ **Organizational meeting (all members and in person)** – Bring the “Organizational Meeting Checklist” to the meeting; ask committee members to bring their calendars; all committee members must participate.

Agenda for organizational meeting should include the following:

- a. determine additional meeting dates and times, including date/time to select interview candidates;
  - b. determine interview dates and times;
  - c. discuss interview questions;
  - d. discuss optional activities for interview candidates, e.g., writing exercise, test, presentation.
6. ☐ **Timeline** – HR will establish a *tentative* timeline for the recruitment to include date when HR will post position; closing date (3-4 weeks after posting date); test for applicants (optional); HR screening period; committee screening period; committee interviews (*normally two weeks after committee selects interview candidates*); and final interviews (*normally one week after committee interviews*). Once applications are released to committee, committee can adjust the timeline if necessary. If there are more than 50 applications, committee screening may be done through a rotational reading process, if desired by the committee.

TENTATIVE TIMELINE	
ACTIVITY	DATE
HR to determine if lateral transfer applies to any classified administrators	n/a
Post position	Thursday, 5/14
Closing date (4 weeks after post)	Thursday, 6/11
HR screens apps	Fri. 6/12 – Fri. 6/19
<b>Committee screens apps</b>	<b>Mon. 6/22 – Fri. 6/26</b>
<b>Committee selects interview candidates</b>	<b>Earliest Monday, 6/29</b>
<b>Committee interviews</b> (~2 weeks after committee selects candidates)	<b>Week of 7/13</b>
Final interviews	Week of 7/20

7. ☐ **Interview questions** – Sample questions are available from HR. A diversity question must be included. Interview questions must be approved by HR before applications can be released to the committee.

HR would like to stress the importance of well-crafted interview questions. A question that is well-crafted gives candidates the opportunity to discuss and highlight their relevant knowledge, skills, and abilities (KSAs). Multipart questions (multiple questions within one question) are not a best practice and should be avoided. A well-crafted question should also minimize the necessity for follow-up questions. Interview/follow-up questions should never lead or prompt a candidate to give a specific answer or to discuss specific KSAs.

Follow-up questions are permitted during first-round committee interviews under the following circumstances:

- 1) A committee member would like to ask a candidate to clarify or elaborate on their answer, specifically with regard to their KSAs.
- 2) Follow-up questions are asked impartially of all candidates whenever a follow-up question is warranted and appropriate. It is not required to ask the same follow up question for the same question for each and every candidate.

If necessary, the committee should discuss possible responses to questions to assure all committee members know what would be an appropriate response. For questions of a technical nature, expected responses can be listed on the interview questions used by the committee.

8. ☐ **Test (optional)** – May be given to interview candidates to determine knowledge and/or ability to perform duties of position. The test must be approved by HR before applications can be released to the committee.
9. ☐ **Writing exercise (optional)** – May be given to interview candidates to determine ability to communicate effectively in writing and/or to determine their subject-matter knowledge. The writing prompt must be approved by HR before applications can be released to the committee.
10. ☐ **Presentation (optional)** – May be asked of interview candidates who must give presentations as a function of this position. The presentation prompt must be approved by HR before applications can be released to the committee.
11. ☐ **Finalize interview questions, test, writing exercise, presentation** – Finalizing these documents can be done with the committee in person or by email. All documents associated with the interview process must be submitted to HR for approval before applications will be released to committee members for screening.
12. ☐ **“Organizational Meeting Checklist”** – Committee chair should complete the checklist and send it to the HR technician.
13. ☐ **Committee meeting to select interview candidates** – After screening all applications, committee will meet to discuss applications and select interview candidates. Names of selected candidates will be given to HR technician who will schedule interviews. In addition, committee chair should collect all committee members’ screening criteria sheets and give them to the HR technician after this meeting.
14. ☐ **Committee interviews** – If interviews are scheduled for more than one day, they should be scheduled on consecutive days if possible. Committee will deliberate at the conclusion of all interviews to select finalists to be forwarded to the second-level interviews.