



## Classified Committee Chair Recruitment Checklist

- ☐ Submit Request to Announce form to the HR/Recruitment Office for approval to post position for recruitment.
- ☐ The District will announce the position via District email to all permanent classified employees of the available lateral transfer/voluntary demotion opportunity. Lateral transfers and voluntary demotion opportunities are posted for five (5) business days. Please see CSEA bargaining unit agreement Article 16.3.
- ☐ If no bargaining unit member submits interest or the Hiring Manager does not select an applicant through a lateral/voluntary demotion proceed to the active recruitment process.
- ☐ HR will send email correspondence with notification of job posting and the assigned Equal Employment Opportunity Monitor within two (2) business days.
- ☐ In coordination with HR, assemble a search committee with equal representation from classified bargaining unit and leadership team and/or faculty member, ensuring diversity to the extent possible. CSEA will approve and appoint two classified representatives (Article 3, 3.5.3).
- ☐ Verify with HR that screening committee members have received training in Equal Employment Opportunity (EEO Monitor) and diversity practices. HR will provide training, as needed.
- ☐ Submit finalized search committee list to HR for approval.
- ☐ The EEO Monitor is responsible for coordination of the Initial Search Committee meeting. Initial meeting topics to discuss include (not limited to): projected recruitment timeline, 1<sup>st</sup> and 2<sup>nd</sup> level interview dates, date that People Admin access is granted to Search Committee and application review period, 1<sup>st</sup> level interview questions (*bring draft*)
- ☐ Forward first level interview questions, application review deadline, and all interview dates to HR for approval.
- ☐ HR forwards first level interviewee recommendations within two (2) business day of application scoring deadline.
- ☐ Affirm, in writing, HR's interviewee recommendations based upon the application scoring composite.
- ☐ Contact selected applicants to schedule interview and submit final interview schedule to HR and EEO Monitor within two (2) business days.
- ☐ Conduct interviews. (EEO Monitor consults with Committee prior to and during the interviews as needed to review EEO principles and answer questions).
- ☐ Upon conclusion of first level interviews, collect Search Committee member's interview score sheets and submit to EEO Monitor. EEO Monitor will review the Committee's interview score sheets and create a composite of all scores. HR will review composite and recommend final candidates that are advancing to second level interviews within two (2) business days.
- ☐ Contact internal applicants not advancing to the next round of interviews before scheduling second level interviews.
- ☐ Create and forward second level interview questions to HR for approval.
- ☐ Submit final 2<sup>nd</sup> level interview schedule to HR
- ☐ Schedule and conduct second level interviews with one other Leadership Team member within five (5) business days after first level interviews.
- ☐ Return all second level interview documents to HR for review and approval *prior* to conducting reference checks.
- ☐ Upon approval from HR, the Committee Chair will conduct reference checks on top candidate:
  - ☐ External Applicant: conduct three reference checks and a submit Confirmation of Final Selection form for the successful applicant.
  - ☐ Internal Applicant: conduct one reference check, a personnel file check, and submit Confirmation of Final Selection Form
- ☐ Committee Chair will not offer the position to the successful candidate until reference checks are complete and HR receives the completed forms.
- ☐ Submit reference checks and any additional outstanding paperwork to HR.
- ☐ Contact unsuccessful internal finalists, if applicable.
- ☐ Contact successful candidate, offer the position subject to Board of Trustee approval, and determine start date. (Do not discuss salary placement).
  - ☐ Submit to HR-Recruitment completed External Recruitment Decision form
- ☐ Create a [Board Agenda Item](#). – REMINDER: Initial salary placement is determined in accordance with applicable bargaining unit agreement. Human Resources provides initial salary placement.
- ☐ Coordinate On Boarding/New Employee Orientation with Human Resources
- ☐ Complete [Roadmap to the First Day Form](#)
- ☐ Congratulations! – Recruitment is complete!