



Classified/Management Committee Chair Recruitment Checklist

- Submit Request to Announce form to the Recruitment Office for approval to post position for recruitment.
- In coordination with HR assemble a search committee with equal representation from bargaining unit, Academic Senate (where applicable), and leadership team. Please contact the HR Analyst for Classified employee's representative (where applicable). Classified employees require CSEA approval prior to appointment to search committee (Article 3, 3.5.3).
- Verify with Human Resources that screening committee members have received training in Equal Employment Opportunity (EEO) and diversity practices and committee members' signed Confidentiality Statement is on file with Human Resources
- Schedule EEO and/or PeopleAdmin (online application software) training with the Recruitment Office for search committee members who are new to the YCCD recruitment process.
- Submit finalized search committee list to Recruitment Office for approval.
- Submit each committee member's signed Confidentiality Statement to the Recruitment Office. Upon receipt of signed Confidentiality Statement, the Recruitment Office will provide access to PeopleAdmin.
- Submit for approval the projected recruitment time lines noting key dates including; application review period, committee meetings to review applications and scores, draft interview questions and the tentative interview date(s).
- Access Application Score Sheet template to populate the rating criteria.
- Submit the Application Score Sheet template to Recruitment Office for approval prior to rating applicants.
- Committee members meet to discuss totals, rankings and select applicants for interview.
- The committee chair will submit Applicant Rating Composite form to Recruitment Office for approval prior to scheduling interviews.
- The Recruitment Office will review the applicant pool to determine if there is an adverse impact. Upon approval from the Recruitment Office, the committee chair or designee may contact the selected applicants for interview.
- Forward committee interview questions and/or testing materials to the Recruitment Office for approval. Please allow a minimum of two business days for approval.
- Upon conclusion of interviews, committee members should combine total scores and determine applicants for possible recommendation for: 1) second level interview, or 2) hire.
- Committee chair will collect and return all interview documents to the Recruitment Office for review and approval prior to conducting reference checks.
- Upon approval from Recruitment Office the committee chair or second level interviewer will conduct three reference checks for the successful applicant and forward the reference check to the Recruitment Office.
- Contact successful applicant, offer the position subject to Board of Trustee approval, and determine start date.
- Create a Personnel Transaction form. – REMINDER: Initial salary placement is determined in accordance with applicable bargaining unit agreement and Leadership Team handbook. Human Resources provides initial salary placement.
- Coordinate On Boarding – New Employee Orientation with Recruitment Office