



Management 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 management employees of the available lateral transfer/voluntary demotion opportunity. Lateral transfers and voluntary demotion opportunities are posted for five (5) business days.
- If no interest or if the internal recruitment process is unsuccessful, Committee Chair submits completed *Lateral/Voluntary Demotion Final Recruitment Decision Form* to HR/Recruitment Office. The position will be posted for the external recruitment process for a minimum of three (3) weeks.
- HR/Recruitment Office will email Committee Chair notification of external recruitment announcement within two (2) business days of posting.
- In coordination with HR/Recruitment Office, assemble a Search Committee with equal representation from leadership team, classified bargaining unit and faculty membership (if applicable) ensuring diversity of committee makeup.
- *HR will coordinate with CSEA to secure two CSEA Representatives. (Article 3, 3.5.3).
- Submit finalized Search Committee list to HR/Recruitment Office for review and approval.
- HR/Recruitment Office will verify training eligibility in Equal Employment Opportunity (EEO) and diversity practices within the last year for each Search Committee member. HR/Recruitment Office will provide online training link, if needed. Committee member will not have access to applicant pool, unless member is up to date with the EEO training.
- Schedule Initial Search Committee meeting; preferably prior to recruitment close date. Initial meeting topics to discuss include (but are not limited to): projected recruitment timeline, 1st and 2nd level interview dates, evaluative criteria template for application scoring and deadline; review of 1st level interview questions. Have Search Committee members sign *Confidentiality Statement* form.
- Submit signed *Confidentiality Statements* to HR/Recruitment Office.
- Submit to HR/Recruitment Office recruitment timeline (application review deadline date and interview dates), first level interview questions for review and approval, allow two (2) business days.
- HR/Recruitment Office, will compile composite scores and identify natural scoring break based on the Search Committee's application scores. In consultation with Committee Chair, will make recommendations for first level interviews within two (2) business days of application scoring deadline
- Confirm, in writing, interview recommendations based upon the application scoring composite.
- Schedule interviews for recommended applicants and submit final interview schedule to HR/Recruitment Office in
- Conduct interviews.
- Upon conclusion of first level interviews, collect Search Committee's interview score sheets, create a composite score sheet with recommendation of 2-4 finalists advancing to 2nd level interviews based on natural scoring break. Submit to HR/Recruitment Office for review and approval, allow two (2) business days.
- Contact internal applicants not advancing to the next round of interviews before scheduling 2nd level interviews.
- Create and submit second level interview questions to HR/Recruitment Office for approval.
- Submit final 2nd level interview schedule to HR/Recruitment Office.
- Schedule and conduct 2nd level interviews with one other Leadership Team member within five (5) business days following 1st level interviews.
- Return all 2nd level interview scores and documents to HR/Recruitment Office for review and approval with name of finalist recommended for position, 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
- Contact unsuccessful internal finalists, if applicable. 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 successful candidate, offer the position subject to Board of Trustee approval, and determine start date. (Do not discuss salary placement).



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- 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!