

**Educational Administrators: Recruitment and Hiring**

Reference: Education 87100 et seq., 87400, 88003; Accreditation Standard III.A.1.a

This policy does not apply to the recruitment and hiring of the Superintendent/President (see board policy 2431).

The Chief Human Resources Officer, or designee, will distribute these procedures and the District's Equal Employment Opportunity statement to members of the Screening and Interview Committees along with other criteria and guidelines established by the Board for the selection of Educational Administrators.

**Authority to Recruit**

The Superintendent/President, by direction of the Board of Trustees, is responsible for the recruitment, selection and hiring of all college personnel and will determine whether a vacant position will be filled on a regular, interim, or acting basis. The Superintendent/President may delegate responsibility for preliminary screening, but final authority for the selection and recommendation of an appointee to the Board shall remain with the Superintendent/President.

**Building the Applicant Pool**

The Chief Human Resources Officer, or designee, shall take those measures which are legally permissible to build an applicant pool which includes significantly underrepresented persons as mandated by EEO rules and regulations and by Education Code Section 51010 et seq.

**Recruitment methods (advertising vacancies, internet postings, etc.)**

Upon approval by the Superintendent/President that a vacant position be filled, announcements will be distributed to the appropriate placement offices and agencies, including other institutions and/or school systems, regional newspapers, California Community College Registry, news publications, internally and on the college website.

**Positions for which continuous recruitment will occur**

N/A

**Length of time positions will be advertised that are not continuously recruited**

The length of time for which a position will be advertised will be determined by the Superintendent/President or appropriate senior administrator and based on circumstances applicable to the specific vacancy.

**Application Instruments**

To be considered a candidate for any administrative position, the applicant will submit, at minimum:

1. a Palo Verde College application or approved agency application;
2. a resume;
3. a minimum of three (3) references from professional persons having a first-hand knowledge of the applicant's professional qualifications, character, etc.; and
4. Transcripts (unofficial at this stage of the process)
5. Cover letter addressing each of the minimum qualifications and the preferred qualifications and why the applicant feels he or she meets each qualification

### **Initial Selection Procedures: Application Reviews**

All initial applications shall be screened by the Chief Human Resources Officer, or designee, to determine whether the initial applicant pool meets applicable EEO guidelines. The applicant pool data shall be reviewed by conducting the analysis described in Education Code Section 53006(a). If the initial applicant pool meets applicable EEO guidelines, the Chief Human Resources Officer, or designee, will determine which candidates satisfy the job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the qualified applicant pool which shall be forwarded to the Screening/Interview Committee for further consideration. If the Chief Human Resources Officer, or designee, finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken.

### **Composition of Screening/Interview Committee**

The Screening/Interview Committee shall be comprised of:

1. one (1) administrator who shall serve as the chair of the committee
2. one (1) management member who has been appointed as the EEO representative
3. two (2) faculty members selected by the Academic Senate
4. one (1) representative of the Classified Staff
5. one (1) representative of the Classified Management/Confidential Staff
6. one (1) member of the PVCCD Foundation Board of Directors or community representative (optional)
7. one (1) student recommended by the Associated Student Government

The final composition of the Screening/Interview Committee shall be reviewed and approved by the Chair of the EEO Advisory Committee to ensure balance with respect to all aspects of diversity and EEO guidelines.

### **Screening Procedures**

Prior to receiving the qualified applicant pool, the Screening/Interview Committee shall develop screening criteria, including interview questions, and rubrics for both screening and for the interviews, which: 1) will be provided to the State Chancellor upon request; 2) ensure that meaningful consideration is given to diversity as defined by Education Code Section 53024; 3) are based solely on job-related criteria; and 4) are designed to avoid adverse impact as defined by Education Code Section 53001(a). The screening criteria, rubrics, and interview questions must be approved by the Chief Human Resources Officer prior to the qualified applicant pool being released to the committee.

Using the above described screening criteria and screening rubric, each committee member will individually and without consultation with any other person, privately rate each of the applicants in the qualified applicant pool based solely on the application materials provided and will deliver his or her completed rating instrument(s) to the Chair of the Screening/Interview Committee and the EEO representative. The chair and the EEO representative will summarize the results and will list the names of the top finalists in alphabetical order for further consideration. The exact number of finalists will be initially determined by the chair and the EEO representative based on some logical cutoff point based on the scores. After the names of the finalists are listed, committee members may discuss the strengths and weaknesses of each candidate, based solely on the application materials that were submitted, including any applicants who did not make the initial list, until the committee agrees on a list of finalists to be interviewed. It is important not to rank this list as it may tend to interject bias into the overall process. In the event the committee cannot reach consensus regarding a list of finalists, the process will be referred to the Superintendent/President for resolution.

### **Testing (as appropriate)**

N/A

### **Interview procedures**

Whenever possible, all final candidates will be interviewed on the basis of a uniform interview format by the same personnel who did the initial screening. The Screening/Interview Committee may choose to conduct telephone interviews prior to on-campus interviews. The Screening/Interview Committee will meet prior to the interview schedule to establish ground rules, including EEO considerations, and a uniform time allotment for each interview, in order that all candidates will be interviewed on a consistent basis. Committee members are to keep their scoring rubrics confidential and they are not to discuss the candidates until all the interviews are completed. Following the interviews, committee members shall rank the interviewed applicants independently and without prior discussion. The individual ranking shall be given to the chair and the EEO representative who shall privately summarize the rankings and report the names of the top five candidates in alphabetical order to the committee. Subsequently, the members may discuss the strengths and weaknesses of any of the candidates who were interviewed until a consensus is reached regarding which candidates will be recommended to the Superintendent/President. The committee will recommend no less than three candidates for further consideration. If a consensus cannot be reached, the process will be referred to the Superintendent/President for resolution.

The Superintendent/President will interview the candidates, check the references, and evaluate the final candidates. If the Superintendent/President has concerns about the final candidates, he or she may convene a meeting of the Selection/Interview Committee to determine if there are additional candidates that should be considered. The Superintendent/President will submit his or her recommendations, and the recommendations of the Screening/Interview Committee, to the Board of Trustees for final candidate review.

The Board of Trustees may interview final candidates for all administrative positions. These interviews will be done in closed session and will follow a standardized format. Prior to these interviews, the Trustees will be given copies of each candidate's applicant file for their review and study. Further, the Trustees will adopt a set of standardized questions to be utilized in a uniform manner during their interview. These questions may either be developed in conjunction with the Superintendent/President or by a specially appointed Board subcommittee designed for

this purpose. After all interviews are completed, the Board and Superintendent/President will choose the most qualified candidate for the position in question.

The Board of Trustees will (a) approve employment, (b) request additional recommendations from the Superintendent/President, as necessary, or (c) take other action as they may deem appropriate.

The College reserves the right to re-advertise, delay, or withdraw filling a position in its sole discretion.

### **Pre-selection activities**

Verification of Eligibility for Employment (see AP 7120-1)  
Applicant Background Checks (see AP 7120-2)  
Reference Checks

### **Employment Offers**

The Chief Human Resources Officer, or designee, shall make the offer of employment verbally, to be followed by a formal, written offer from the Superintendent/President.

### **Pre-Employment Requirements**

1. Fingerprint Requirements: All new employees of the District must be fingerprinted by a local law enforcement agency prior to start of employment. The District shall reimburse the employee for any fee involved. (See also BP 7337)
2. Chest X-Ray or Tuberculin Test: All new employees must present evident of a negative chest x-ray or intradermal tuberculin test within two (2) weeks of employment. Periodic x-rays or skin tests shall be required thereafter.
3. Loyalty Oath: All employees of the District must sign an Oath of Allegiance to the United States and the State of California.
4. Photograph: After employment, the employee shall submit a recent photograph for inclusion in her/her personnel file. Picture identification may be sufficient.
5. Social Security Number: All new employees must submit a copy of their social security card with the Office of Administrative Services at the time of employment.
6. Income Tax Withholding Form: Employees must complete a W-4 form at the time of employment.
7. Driver's License: A valid current driver's license will be required.

Certain other medical examinations may be required pursuant to BP/AP 7330 - Communicable Disease, and BP/AP 7335 - Health Examinations.

Additional forms and information will be offered and/or requested to facilitate employee benefits and services, and orientation.

*(AP 7250-0 is CCLC AP 7250)*

See Administrative Procedures 7250-1

See also BP/AP 7120 - Recruitment and Selection

See also BP/AP 3420 - Equal Employment Opportunity

*(Formerly a part of PVC Board Policies 4140 and 4470)*

09/07/10 College Council Approval

10/26/10 Board Information Item

02/05/14 College Council

02/11/14 Board Information Item