Introduction

- Faculty Recruitment Update
- Hiring Process Flowchart: Who does what?
- Human Resources Wiki
- How to install a link on Outlook
- 30 Minute Rule and Teaching Demonstration
- Questions???
We are authorized by the colleges to recruit:
- Saddleback College – 30 faculty positions
- Irvine Valley College – 12 positions

LA Job Fair January 28th;
12 colleges registered
Update on Faculty Hiring

- Faculty make great recruiters!
- LA Job Fair – Jan. 28th

- Department reimburse for mileage
- Department reimburse for parking
- College provide $100 stipend: pilot program this year
- Lunch provided by Human Resources
Pilot Project: iHired

- Need at least 3 committees to volunteer and be committed to:
  - doing the paperless interview process
  - a little more time for training
  - not being shy – provide feedback
- Execute from March through May
FULL TIME FACULTY 2005
N-R
Documents Scanned and Uploaded
Welcome Committee Members

Use this site to manage the scheduling, interviewing and rating of candidates for positions. There are four (4) sections that will aid you in this process: A list of any documents (this page) such as the Job Description and Board Policy, the interview schedule, a list of the Candidates along with links to their supporting documents and finally the Rating sheets for each candidate. Your HR Specialist will be responsible for assisting you if you have any questions. They also will ensure that the process flows smoothly.

Documentation

Type | Name
---|---
Position Description | 
Full Time Faculty Hiring | 
Confidentiality Statement | 
Interview Guidelines | 
Interview Procedures | 
Diversity Questions Example for Orientation Packets | 
Interview Questions Categories | 
Interview Rating Sheet Sample |
<table>
<thead>
<tr>
<th>Time</th>
<th>Time Description</th>
<th>Name</th>
<th>Position</th>
</tr>
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<tbody>
<tr>
<td>7 AM</td>
<td>Friday</td>
<td>bs8kin (Testing)</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>bs8kin</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>jdoe</td>
<td>jdoe (Testing)</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>jsmit</td>
<td>jsmit (Testing)</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>jpana</td>
<td>jpana (Testing)</td>
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<tr>
<td>12 PM</td>
<td>Lunch Break</td>
<td></td>
<td></td>
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<tr>
<td>Position Title</td>
<td>Position ID</td>
<td>Job Posting ID</td>
<td></td>
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<tr>
<td>------------------------</td>
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<td>---------------</td>
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<td>Administrative Assistant</td>
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<table>
<thead>
<tr>
<th>Candidates</th>
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<tbody>
<tr>
<td>jdoe John Doe</td>
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</tr>
<tr>
<td>jsmith Jack Smith</td>
<td>Testing</td>
</tr>
<tr>
<td>sfreud Freud Sigmund</td>
<td>Scheduled</td>
</tr>
<tr>
<td>bf/skinner BF Skinner</td>
<td>Scheduled</td>
</tr>
<tr>
<td>Acio Rezcu Rezcu Acio</td>
<td>Completed</td>
</tr>
<tr>
<td>iipana Pana Yaren</td>
<td>Interviewing</td>
</tr>
<tr>
<td></td>
<td>Scheduled</td>
</tr>
</tbody>
</table>
Please tell us about your education and work experience.

Describe the level and type of administrative assistance you have provided to your supervisor. Include assistance that might include interpreting policies to others, coordinating projects, compiling information for the administrator, etc.

This position is responsible for keeping detailed records of departmental activities, and their related schedules and budgets. What is your related experience? Have you ever used an automated calendaring or other scheduling system?

Describe the type of software you have used in the past to access records and process information. How would you rate your experience with this software?
iPad for iHired

- At the end – you have to give it back to HR!
FT Faculty Hiring: BP 4011.1

- There are a total of 43 steps in the Faculty Hiring Process
- Actual Policy in packets that are handed out
Flowchart of the process

- Human Resources: Partner and coordinator of the process with the College and the Search Committee

- Flowchart: general information about process

- Next we will look at, “Who does what?”
What Happens When a Position Opens

- College approves positions and HR posts and receives applications
- College Administrator / Academic Senate
  - Establish Committee – identify 3 Discipline Experts
  - Dean appointed Provisional Chair (this year)
Position Closes

- HR Specialist
  - Determination of Application completeness based upon criteria in job announcement.
- Review PT Faculty applicants
Discipline Expert Screens

- **HR Specialist**
  - Gives Screening materials to D.E.
  - D.E.’s signs confidentiality and conflict of interest forms

- **Discipline Experts**
  - Screen Applicants to determine if they meet Minimum Qualifications
  - Review Equivalencies if present

- **HR Specialist**
  - Meets w/ D.E.’s to obtain determination of Minimum Qualifications and Equivalencies
  - Updates Applicant Status Code in Job Site
Schedule Committee Orientation

- **HR Specialist**
  - Schedules Orientation with Provisional Chair/Dean

- **HR Assistant**
  - Prepares Orientation Packet for each Committee Member

- **HR Specialist**
  - Reviews Completed Orientation Packets
Hiring Committee Orientation

- **HR Specialist**
  - Orientation; resolve interview details; Review screening and interview procedures; Review EEO guidelines

- **Committee Members**
  - Review applicants, sign Confidentiality/Conflict of Interest forms; Appoint Actual Committee Chair; Determines interview dates; Determine weights for interview
Applicant Screening

- **Committee Members**
  - Screen/score applicants online
  - Returns packets to HR Specialist

- **HR Specialist**
  - Enters applicant scores sort highest to lowest
  - “Draw the line” with Chair (Committee members may attend)
**Interview Questions, etc.**

- **Chair**
  - Submit Questions & Writing Assignment to OHR for review no later than 5 days prior to interview
  - Submit Presentation requirements (preferred in OHR when the line is drawn in order to schedule interviews)

- **Director/Assistant Director**
  - Review and Approve Questions and Writing Assignment
Committee Interviews
  - Committee Selects Finalists
  - 2nd Interview (at least 3)

Chair
  - Conduct Reference Checks/returns checks to HR
Second Level Interviews

- President and VP
- Interview Finalists then confer with Chair
- President
  - Extends offer/sends Record of Candidate Selection form to HR with finalist
President’s Role

- Second-level interview with designated VP
- Prior to extending offer, consult with Search Committee Chair
Department Chair’s Role

Work with HR on Advertising and posting; Standard Advertising:

- California Community College (CCC) Registry
- Chronicle of Higher Education
- Community College Times
- Community College Week
- Higheredjobs.com
- AcademicCareersOnline.com
- AcademicKeys.com
- LatinosInHigherEd.com
- InsideHighered.com

- Diverse Issues in Higher Education
- Women in Higher Education
- UniversityJobs.com
- IMDiversity.com
- InsightIntoDiversity.com
- Monster.com/Yahoo.com
- College Cable Channels
- District Employment Site

Supplemental Advertising may be requested and funded by department as approved by College Administration
Search Committee’s Role

- Must attend ALL committee meetings, fully participate, and meet ALL timelines

- During Orientation:
  - Elect Actual Committee Chair
  - Establish the timelines and parameters for the process
  - Must sign Confidentiality and Conflict of Interest forms

- Must screen ALL applicants and attend ALL interviews
Dean’s Role

- Notified if concerns with process
- Develops Job Announcement
- Develops Desirable Qualifications and Appropriate Minimum Qualifications
- Collaborates with departmental faculty on draft job announcement
Dean’s Role (2)

- Forwards the draft job announcement to HR
- Forwards final job announcement to faculty for final review and comment
- Advertising: Standard and possible supplemental
- Recommends to Academic Senate no fewer than (4) Committee members
Academic Senate’s Role

- Provides general oversight
- Assist implementation of policies regarding hiring process.
- Assists College President in collaboration with OHR to oversee the implementation of the hiring process.
- Senate President may recommend suspension of process if concerns.
Academic Senate’s Role (2)

- Search Committee Selection
  - Votes to approve four (4) Faculty appointments from recommended by Department Chair (or Dean)
  - Signs the Academic Search Committee Appointment Recommendation form with College President
Other Roles and Duties

- Vice Chancellor HR or Designee: Appoints non-voting EEO Representative to Hiring Committee
- Provisional Chair: Dean (this year)
- Discipline Experts: No fewer than three (3) appointed by committee from members
Hiring Committee’s Role

- No fewer than 5 to 7 voting members; 1 non-voting EEO Rep
- Two-thirds (2/3) full-time (tenured or tenure-track) district faculty
- 3 discipline experts drawn from faculty, staff, or external sources
- 1st Meeting, Actual Chair appointed from among members of committee by a vote
- Committee discipline experts appointed by committee
Beyond the Wiki

- District Services SharePoint site
- Does things that MySite cannot do
- Enables Collaboration
- Enables Transparency
Welcome to District Services Sharepoint

SharePoint is intended to serve as an intranet site where the work process and outcomes of committees are open, transparent and shared district wide.
The Office of Human Resources oversees the employee programs for Saddleback College, Irvine Valley College and District Services. The programs can be found in the following service areas:

- Employee Relations
- Labor Relations
- Classification and Compensation
- HR Management Systems
- HR Records Management
- HR Training
- Performance Management
- Staffing and Recruiting

HR Procedures and Forms can be found in the HR Wiki as well as in MySite.

Board Action Items pertaining to Human Resources can be found here.

# Announcements

There are no items to show in this view of the "Announcements" list.
Welcome to the NEW HR wiki. We’ve made some significant changes to make finding HR information, procedures and forms easier.

Note: If you want to still use the old HR wiki just click here.
The Full-time Faculty Recruitment for 2012-13 is in progress. The colleges have submitted their lists to the Board of Trustees in October and it was approved (Click here to see the Board Item or Click here to see a more detailed list of those positions).

Subsequently, in the first 2 weeks of November, the colleges prioritized their lists and have given the Office of Human Resource authorization as to which of the approved positions to advertise and post on the applicant tracking system. Click here for that list.
Committee Information - Position

Job Posting Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Position ID</th>
<th>Job Posting ID</th>
<th>Closing Date</th>
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<td>5678</td>
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<td>Saddleback</td>
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Committee Calendar

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<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Start Time</th>
<th>End Time</th>
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There are no items to show in this view of the "Committee Calendar" list. To add a new item, click "New".

Previous

Current Status

<table>
<thead>
<tr>
<th>Step</th>
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<td>Fill out Paperwork</td>
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<tr>
<td>02</td>
<td>Create Announcement</td>
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<td>03</td>
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<tr>
<td>05</td>
<td>Review Applications</td>
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<tr>
<td>06</td>
<td>Evaluate for Minimum Qualifications</td>
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<td>07</td>
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<td>08</td>
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<td>Committee Recruitment Tasks</td>
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Committee Chair

- Last Name: Mr. Chair
- First Name: Bob
- Phone: Bob

Committee Members

- Last Name: user
- First Name: Test
- Phone: Bob

HR Contacts

- Last Name: Specialist
- First Name: HR
- Phone: HR

Committee Documents

- Add document: Committee List
How to get to it

- https://sharepoint.socccd.edu
- Create a shortcut link in Outlook
  1. Right click on your user name and select “New Folder”
  2. Type in the name “SharePoint” & click the OK button
  3. Right click on the “SharePoint folder and select Properties
  4. Select the “Home Page” tab
  5. Type in the Address https://sharepoint.socccd.edu
  6. Check the box that says “Show home page by default…”
  7. Click the OK button.
30 Minute Rule

- Most people decide in first 3 to 5 minutes
- Keep an Open Mind for 30 Minutes before deciding
Teaching Demonstration

- Content Validity
- Demonstration of the actual performance of the work they will be performing
Thank you

- Special thanks to our Academic Senates for hosting us
- We are here to help make this a successful moment
- Hiring Faculty is a long term investment in our future and our student’s future
Questions?