



**CERRITOS COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Wednesday, November 14, 2018 at 7:00 p.m.
Revisions to Existing Agenda Items

CONSENT CALENDAR - REVISION TO ITEM

56. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel

This item has been revised as attached.

INFORMATION ITEM - REVISION TO ITEM

60. Information Item: Employment Selection Procedures for Vice President

This item has been revised as attached.

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Classification	Salary Placement	Name	Effective Date	Status
Human Resources Technician I – Confidential (Human Resources)	Confidential Salary Schedule Grade 12, Step 1 (\$4,525.00/month)	Hugh Nguyen	November 26, 2018	New Hire
Administrative Clerk II (Technology)	Classified Salary Schedule Grade 24, Step 1 (\$3,339.00/month)	Daniel De Avila	November 15, 2018	New Hire
Admissions and Records Technician II (Admissions and Records)	Classified Salary Schedule Grade 32, Step 1 includes 2.5% differential (\$4,110.25/month)	Irma Corado	December 3, 2018	New Hire
Budget Analyst (Budget)	Classified Salary Schedule Grade 38, Step 3 (\$5,052.00/month)	Tran Chau	November 15, 2018	Promotion

* Categorically Funded

** Specially Funded

CERRITOS COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT
EMPLOYMENT SELECTION PROCEDURES

The purpose of the District's employment selection procedures is to ensure a fair and equitable process by which all qualified candidates can be considered and given the opportunity to compete for employment with the District. The recruitment and selection process involves the efforts of all the members of the campus community. Each member plays an important role in selecting a qualified candidate to recommend to the Board of Trustees.

1. EMPLOYMENT REQUEST

1.1 Initiate Employment Request Form

The President/Superintendent initiates an Employment Request Form. Employment Request Forms are four-part forms that may be obtained in the District's Human Resources Office.

1.2 Signatures Required

The Employment Request Form must be signed by:

- The President/Superintendent
- The Business Services Budget Department which supplies a position control number indicating that funds are available and authorized in the District's budget to support the position.
- Human Resources which authorizes posting the position and initiating the employment selection process.

1.3 Draft Job Announcement

After receipt of all authorizing signatures, Human Resources will draft a job announcement and submit to the President/Superintendent or designee for review.

1.4 Profile Statement

A profile statement will include the major functions of the Vice Presidential position. A profile statement may include current initiatives or programs which the position will oversee and any other information that may attract qualified candidates. The President/Superintendent or designee will draft the profile statement in order to assist in recruiting candidates.

The job announcement requires a statement which "includes sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." (Title 5, § 53022)

2. JOB ANNOUNCEMENTS

2.1 Review of Draft Job Announcement

The draft job announcement will be sent to the Faculty Senate, Classified, Confidential, and Management leadership for review. This review will not exceed five business days. After review, the draft job announcement will be sent to the President/Superintendent, the Director of Diversity, Compliance, and Title IX Coordinator, and the Vice President of Human Resources or designee for approval.

2.2 Final Job Announcement

Human Resources will prepare and publish the final job announcement for a position based on the profile statement, the State-mandated minimum requirements for the position and the Board-approved requirements for the position. Job announcements will include pertinent information such as salary, benefits, closing date, and application procedures. In addition, the job announcement will include statements about our institution's values regarding equity, diversity, and inclusion.

2.3 Qualifications in Job Announcement

Job announcements will include the Board-approved qualifications for the position and any preferred qualifications for the position. Preferred qualifications may be developed by the President/Superintendent.

3. **TEMPORARY ASSIGNMENTS AND ITS RECRUITMENT**

3.1 Acting and Interim Assignments:

When a Vice President is on extended leave or until the District completes recruitment for the vacant position, the President/Superintendent may:

- Appoint a current manager who meets the minimum qualifications to serve as an Acting Vice President; the assignment shall be approved by the Board of Trustees and will not exceed two years in duration.

OR

- Enter into a professional contract with an individual, not currently employed by the District, who meets the minimum qualifications for the position; the Interim assignment will be approved by the Board of Trustees and will not exceed two years in duration.

3.2 Acting and Interim Recruitment

The District may conduct an internal or external recruitment for an interim Vice President when a Vice President is on extended leave or until the District completes recruitment for the vacant position.

For internal recruitments, an announcement will be made via the Daily Falcon and posted on the Human Resources webpage. The recruitment period for the Acting Vice President will last at least fourteen (14) business days after the date of the electronic publication date in the Daily Falcon. The President/Superintendent will review the

1 application materials, select candidates for interview, and conduct interviews. The
 2 appointment will be approved by the Board of Trustees and will not exceed two years
 3 in duration.

4
 5 For external recruitments, the President/Superintendent may hire a consulting firm to
 6 fill the Interim Vice President position.

7
 8 An acting or interim Vice President interested in the position on a permanent basis
 9 must apply for the position when it opens for recruitment.

10 11 **4. RECRUITMENT FOR REGULAR POSITIONS**

12
 13 The District will conduct external recruitments for permanent Vice President positions
 14 to attract qualified applicants. The District will, conduct a nationwide search.

15 16 4.1 Minimum Recruitment Efforts

17
 18 The District's recruitment efforts will, at a minimum, include:

- 19
- 20 • Listing the management job announcement on the District's website and posting
- 21 the job announcement in Human Resources.
- 22 • Posting the job announcement in California Community Colleges Registry.
- 23 • Posting the job announcement at CalJobs through the State Employment
- 24 Development Department.
- 25 • Mailing or emailing the job announcements to those agencies/persons on the list
- 26 established pursuant to the District's EEO Plan.

27 28 4.2 Additional Recruitment Efforts

29
 30 A consulting firm may be selected to assist in the recruitment process for Vice
 31 President positions. All targeted recruitment efforts will be approved by the Vice
 32 President of Human Resources or designee and the Director of Diversity, Compliance,
 33 and Title IX Coordinator.

34 35 4.3 Length of Recruitment

36
 37 All Vice President positions will be open for recruitment on the day that the job
 38 announcement is placed on the Human Resources webpage. The recruitment will
 39 remain open to accept applications for a minimum of six (6) weeks.

40 41 **5. PROHIBITIONS TO SERVING ON A SELECTION COMMITTEE**

42 43 5.1 Family Relation

44
 45 An individual is not eligible to serve on a Selection Committee if he/she is related to an
 46 applicant for the position. For the purposes of this procedure a relative includes:
 47 father, mother, brother, sister, spouse, domestic partner, child, grandchild, stepparent,

stepchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, aunt, uncle, cousin, niece, nephew, foster child of the individual or any person living in the individual's immediate household

5.2 Personal Relationship

An individual is not eligible to serve on a Selection Committee if he/she has a personal relationship with an applicant for the position. A personal relationship is not a working relationship. A personal relationship is one in which the nexus of the relationship is not professional, (i.e. personal friends, neighbors, someone the individual dates.)

5.3 Conflict of Interest

An individual is not eligible to serve on a Selection Committee if that individual shares or has shared a financial interest, an income or a property interest with an applicant for the position.

6. **SELECTION COMMITTEE COMPOSITION**

6.1 Prior to the assignment of members to the Selection Committee, the President/Superintendent and Human Resources will establish a timeline (specific dates/deadlines) for the screening process and interview process. Constituent groups shall ensure that their representatives are available during the established timeline before nominating them to the committee.

6.2 Members of a Vice President of Business Services and Vice President of Human Resources Selection Committee

- A Vice President appointed by the President
- Two (2) ACCME managers appointed by ACCME
- Two (2) classified representatives appointed by CSEA
- One (1) confidential representative appointed by its leadership
- Two (2) full-time faculty representatives appointed by the Faculty Senate
- One (1) student representative appointed by ASCC.

6.3 Members of Vice President of Academic Affairs and Vice President of Student Services Selection Committee

- A Vice President appointed by the President
- Three (3) ACCME managers appointed by ACCME
- Four (4) full-time faculty representatives appointed by the Faculty Senate.
- One (1) classified representative appointed by CSEA
- One (1) confidential representative appointed by its leadership
- One (1) student representative appointed by ASCC.

6.4 Non-Voting Members

1
2 The District permits the Selection Committee to include non-voting representatives on
3 the Committee. The Selection Committee may find it beneficial to solicit the input of a
4 person with special knowledge and expertise by inviting that person to join the
5 Committee in a non-voting capacity (e.g. a Vice President from another community
6 college with specialized knowledge and experience in the field of the recruitment).
7

8 Non-voting members will be invited to serve on the Committee in a limited capacity.
9 The non-voting member will not screen the applications and will not select candidates
10 for interview. However, the non-voting member will review the files of the candidates
11 chosen by the Selection Committee for interview; will participate in the interviews; and
12 will provide input to the Committee on the recommendation of finalist candidates.
13

14 6.5 Selection Process Monitor

15
16 Every Selection Committee will have a Process Monitor who has been appropriately
17 trained to fill this role as described in the District's EEO Plan. The Process Monitor for
18 Vice President positions will be appointed by Human Resources.
19

20 The primary responsibility of the Process Monitor is to ensure that District procedures
21 are followed in the selection process. The Process Monitor will serve as a resource to
22 the Selection Committee to answer questions and act as the timekeeper for the
23 Committee. After the Selection Committee recommends finalist candidates, the
24 Process Monitor will sign a statement indicating that, to the best of the Monitor's
25 knowledge, the Committee followed the District's employment selection procedures in
26 making the finalist candidate recommendation.
27

28 7. **ELECTION AND DUTIES OF COMMITTEE CHAIR**

29 30 7.1 Election of Selection Committee Chair

31
32 By simple majority vote, the Selection Committee may elect one (1) voting member to
33 serve as the Selection Committee Chair.
34

35 7.2 Duties of the Selection Committee Chair

36
37 The Selection Committee Chair will lead the activities of the Selection Committee
38 including:
39

- 40 • Coordinating/communicating with Human Resources at all stages of the selection
41 process.
- 42 • Bringing selection committee files to the committee meetings.
- 43 • Leading discussions on the development of the screening tool, interview questions
44 and any skills testing.
- 45 • Leading discussions on candidate qualifications in the selection of candidates for
46 interviews.
- 47 • Greeting each candidate at interview, describing the interview process to the

1 candidate, including the time allotted for the interview and any specific exercises
2 and/or skills tests during the interview process; and facilitating the introductions of
3 the Committee members.

- 4 • Maintaining the committee's professionalism and ensuring all candidates are
5 treated with respect.
- 6 • Asking the first and the last question in the interview process.
- 7 • Leading discussions of candidate qualifications final interview.
- 8 • Taking careful notes of what the Committee members determined were the
9 strengths and weaknesses of each finalist candidate.

10
11 The Selection Committee Chair will make every effort to ensure that the considerations
12 of all Committee members are heard and considered. The Selection Committee Chair
13 will ask each Committee member for input in Committee discussions and will conduct
14 voting procedures if decisions are not made by consensus.

15
16 The Selection Committee Chair will participate as a member of the Finalist Interview
17 Committee. The Finalist Interview Committee is not a voting body but rather an
18 advisory committee to the President/Superintendent in making a recommendation to
19 the Board of Trustees.

20
21 The Selection Committee Chair's duty is to participate in the final interviews and to
22 provide the President/Superintendent with the findings of the Selection Committee as
23 to each candidate's strengths and weaknesses using the notes taken at the discussion
24 with the Selection Committee and other relevant materials from the interview process.

25 26 8. **CONFIDENTIALITY AND RECORD-KEEPING**

27
28 During the Selection Committee process, all members of the Selection and Finalist
29 Interview Committees serve as agents of the Board of Trustees in reading
30 applications, interviewing candidates, participating in deliberations and making
31 recommendations of candidates. Two of the most important functions which
32 Committee members perform are maintaining the confidentiality of the process and
33 producing accurate and reliable records of the process.

34 35 8.2 Confidentiality

36
37 Each Committee member must agree to maintain the confidentiality of the selection
38 process in order to be eligible to serve in a selection process. The information which
39 should be treated with confidentiality includes, but is not limited to:

- 40
41 • Names of applicants;
- 42 • Interview questions, the screening tool, and any skills testing or exercises.
- 43 • Information contained in applications, including the District application forms,
44 candidates' résumés, candidates' letters of application, candidates' transcripts, and
45 letters of recommendation, if any.
- 46 • Information about candidates' performance in interviews and/or skills testing or
47 exercises.

- Deliberations, scoring and/or comments of Selection Committee members in the Selection Committee process.

The guarantee of confidentiality ensures that candidates may apply for positions at the District and that the information supplied to the District will not be shared. This encourages candidates to be forthcoming in their applications and to feel safe in having open, honest and frank discussions with the Selection Committee. The guarantee of confidentiality also provides a secure environment for the Selection Committee to have thorough discussions about candidates' qualifications and about how the candidates meet the needs of the department, division or area.

In order to further ensure confidentiality, all application materials will be retained in Human Resources unless removed to the location at which the Selection Committee is meeting to discuss the applications. All screening tools, interview questions and skills testing or exercises will be maintained in Human Resources. Each Selection Committee member will have a file and any notes or scores will be maintained in that file in Human Resources.

8.3 Record-keeping

The District will retain all records required by Title 5 regarding recruitment and hiring. All of the materials submitted by candidates in a selection process become records of the District. Selection Committee members should not mark up, correct or in any way alter the records which the candidates submit.

All of the materials developed by the Selection Committee are the District's records. This includes notes on the development of the screening tool, interview questions, skills testing and/or exercises, notes about candidates' qualifications or responses to interview questions, scores, and spreadsheets. Selection Committee members are encouraged to take notes which indicate the strengths and weaknesses of each candidate for the District's records. Selection Committee members are the District's record-keepers.

All materials submitted by the candidates and produced by the Selection Committee members are deemed to be Class 3 District records and will be maintained for a period of at least three (3) years pursuant to state law and regulations.

9. **SELECTION COMMITTEE TRAINING**

All individuals who participate on a Selection Committee, whether or not they are voting members, will complete and maintain currency in Selection Committee Training. All Selection Committees will have a Selection Process Monitor who has completed Selection Process Monitor Training.

9.1 Selection Committee Training

All individuals who participate on a Selection Committee will receive appropriate

1 training on the District's selection procedures and requirements of Title 5 and of state
2 and federal nondiscrimination laws. The individual must attend a Selection Committee
3 Training online or in person. In addition, the Vice President of Human Resources and
4 the Faculty and Staff Diversity Officer will ensure that the training addresses the
5 requirements of Title 5 and best practices for Selection Committee members.
6

7 All Selection Committee members must complete Selection Committee Training. After
8 the initial training session, members must complete an online or in-person training
9 session at least once every two (2) years prior to service. Selection Committee
10 Training workshops will be offered through the Staff Development Department by
11 Human Resources.
12

13 It is the responsibility of the Selection Process Monitor and Human Resources to
14 ensure that all Selection Committee members have current training.
15

16 An in-person Selection Committee Training will be offered a minimum of four (4) times
17 per calendar year. Online Selection Committee Training will be available year-round.
18 It is each member's responsibility to complete a training session in order to participate
19 on a Selection Committee. A member may not be appointed to a Selection Committee
20 until the training is completed.
21

22 9.2 Selection Process Monitor Training

23

24 Each Selection Committee will have one (1) member of the Committee designated as
25 the Selection Process Monitor. The Selection Process Monitor may be a voting or
26 non-voting member of the Committee.
27

28 It is the responsibility of the Selection Process Monitor to certify that all Selection
29 Committee members, as required, follow District procedures and federal and state
30 laws during the selection process. In addition, the Selection Process Monitor will act as
31 a resource for selection procedures and as a liaison with Human Resources during the
32 process and will ensure that necessary forms and paperwork are completed in the
33 process.
34

35 The Selection Process Monitor will complete online or in person training at least once
36 every two (2) years to remain current in the laws and procedures of the District with
37 regard to selection and employment.
38

39 Selection Process Monitor Training is offered through the Staff Development
40 Department by Human Resources. Selection Process Monitor Training will be offered
41 in person a minimum of two (2) times per calendar year and will be available year-
42 round online.
43

44 10. **MEETINGS OF THE SELECTION COMMITTEE**

45

46 10.1 Selection Committee Meetings

47

48 Meetings of the Selection Committee must be scheduled when all Committee

1 members are able to attend. The Selection Committee will not meet when one (1) or
 2 more voting members are not present. The Committee cannot meet unless the
 3 Process Monitor is present at the meeting. The Committee may meet when a non-
 4 voting member is not present.

6 10.2 Emergencies

8 Situations may occur which cannot be foreseen or controlled. If a Committee member
 9 fails to complete the screening prior to the meeting to select candidates for interview,
 10 the Committee must reschedule that meeting. If a Selection Committee member has
 11 completed screening and is unable to attend the meeting to select candidates for
 12 interview, the Committee will first try to reschedule the meeting. If the absent
 13 Committee member will not be available for a prolonged period of time, e.g. more than
 14 a week, the Committee may:

- 16 • Allow Human Resources to contact the constituent group of the absent member to
 17 appoint an alternate member to the Committee. The Committee will then meet
 18 when the alternate member has completed screening; or
- 19 • If time does not permit, the absent Committee member's scoring sheets will be
 20 shredded and the Committee will select candidates for interview with the
 21 Committee members who are present.

23 If a Selection Committee member is unable to attend interviews once the candidates
 24 are selected, the Committee may:

- 26 • Allow Human Resources to contact the constituent group of the absent member to
 27 appoint an alternate member to the Committee. The alternate Committee member
 28 must read the files of the candidates who were selected to interview and may
 29 participate in the interview process; or
- 30 • If time does not permit, the Committee will conduct interviews with the Committee
 31 members who are present.
- 32 • If a committee member attends one (1) or more interviews but is unable to attend
 33 all interviews, the absent committee member will not continue to participate in the
 34 interview process or in the selection of the finalist candidates. The absent
 35 committee member's scoring sheets and notes will be shredded. The Committee
 36 will select finalist candidates with only the committee members who are present for
 37 all interviews.

39 10.3 First Meeting of the Selection Committee

41 The first meeting or meetings of the Selection Committee should be scheduled prior to
 42 the closing date of the recruitment. At the first meeting or meetings, the Committee
 43 members will:

- 45 • Ensure that all members have Selection Committee training.
- 46 • Elect a Chair of the Committee.

- 1 • Develop a screening tool.
- 2 • Develop interview questions and any skills testing.
- 3 • Calendar the dates on which the Committee will meet to select interview
- 4 candidates and the dates on which interviews will be conducted.

5
6 If the selection process is managed by an outside recruitment/selection firm, the
7 content of the first meeting may vary. The candidate files will not be released to the
8 Selection Committee for screening until these tasks are completed. All notes of the
9 Selection Committee will be retained in files in Human Resources. Human Resources
10 will provide screening tools, interview questions, skills testing tools, and other relevant
11 materials from previous selection committees to the current Selection Committee.

12
13 The Selection Committee may use these materials to assist in the development of
14 screening tools, interview questions, skills testing tools, and other evaluative materials
15 relevant to the current recruitment.

16 17 10.4 Subsequent Meetings of the Selection Committee

18
19 Selection Committee members will meet as a Committee to select candidates for
20 interview and to conduct candidate interviews. Selection Committee members should
21 be mindful in selecting a site for candidate interviews that the site should make the
22 candidate comfortable and will represent the campus to the candidates. Human
23 Resources will contact candidates to schedule interviews.

24 25 11. **CANDIDATE ASSESSMENT BY THE SELECTION COMMITTEE**

26 27 11.1 First Meeting

28
29 The Selection Committee, at its first meeting, will design the selection process which it
30 intends to use. The Selection Committee may designate a subcommittee to review
31 minimum qualifications for education and experience.

32
33 The Selection Committee may use various means to assess each candidate's
34 education, experience, knowledge, skills and abilities. The Selection Committee may
35 include, but is not limited to, traditional paper and pencil tests, performance tests of
36 physical, educational, and work experience requirements, interviews/oral
37 examinations, and screening/review of application forms.

38
39 Human Resources will inform the Selection Committee about the number of completed
40 applications received at the time of the first meeting. If a pool is small, the Selection
41 Committee may determine that it will interview all candidates who meet minimum
42 qualifications for education and experience. However, in most cases, a screening tool
43 is advised to evaluate the applicants' qualifications based on their application
44 materials.

45 46 11.2 Knowledge/Skills/Abilities Testing

47

1 The Selection Committee may test a candidate's knowledge, skills, and abilities. This
2 may include, but is not limited to, demonstrations, presentations, writing and/or
3 speaking exercises, and role playing exercises.
4

5 This test shall be in compliance with Title 5, § 53024 (a)(2). The District recommends
6 that this testing is accomplished by including an instrument pertaining to diversity
7 understanding and awareness.
8

9 The Selection Committee may determine the order in which it chooses to conduct
10 testing. As an example, skills exercises, such as a PowerPoint presentation, may be
11 administered before, during or after the interview/oral examination. The Selection
12 Committee can choose to have candidates receive a question/exercise which requires
13 preparation before they come to the interview/oral examination.
14

15 11.3 Testing Approval

16 The Selection Committee is free to design testing that is based on the information
17 contained in the job announcement or based on the knowledge, skills, and abilities that
18 will be needed to perform the job. Testing which presumes to evaluate or elicit
19 interests, beliefs, and/or general philosophies that are not job-related is not permitted.
20
21

22 The Selection Committee will design the testing for a particular position and submit the
23 testing to the Faculty and Staff Diversity Officer for review and approval. When the
24 Faculty and Staff Diversity Officer approves the testing, the pool will be certified for
25 release to the Minimum Qualifications or the Screening Selection Committee
26 subcommittee.
27

28 The pool of applications will not be released to the Selection Committee or, if
29 applicable, to the Minimum Qualifications Screening Subcommittee before testing is
30 approved in order to avoid claims of bias for/against particular candidates in the pool.
31

32 11.4 Internal Candidates

33 The Selection Committee will refrain from discussing any knowledge about an internal
34 candidate's performance in the workplace at Selection Committee meetings. No
35 positive or negative comments which are not related to the application, testing or
36 interview should be made about any employee who has submitted an application for a
37 position at the District.
38
39

40 If a Selection Committee member has information concerning a candidate which the
41 member believes should be evaluated in considering the applicant, that Selection
42 Committee member should provide the information to the Committee Chair or the
43 Process Monitor outside of a Committee meeting. Such information will be deemed
44 reference information and will be provided for verification to the individual who is
45 assigned to check references.
46

47 11.5 Screening of Applications

48

1 Each Selection Committee member will review every application in the applicant pool;
 2 however, if the Selection Committee formed a Minimum Qualifications Subcommittee,
 3 then the Selection Committee will review only the applications forwarded by the
 4 Minimum Qualifications Subcommittee. The Selection Committee will use the
 5 screening tool and their knowledge of the requirements of the position to evaluate
 6 candidates.

7
 8 When the review of the applications is completed by all Selection Committee
 9 members, Human Resources will develop a spreadsheet of all of the ratings. All
 10 members of the Selection Committee will then meet to select candidates for
 11 interview/oral examination.

12
 13 The Selection Committee is advised to review the spreadsheet and to pay particular
 14 attention to disparate scoring of any applicant, i.e. an applicant who receives a very
 15 high score from some members and a very low score from others, or scores that are
 16 the same for all applicants by a committee member. Selection Committee members
 17 are encouraged to discuss the candidates' qualifications stated in the application in
 18 depth.

19
 20 Selection Committee members may change their scores for candidates based on the
 21 discussion of the Committee. It is important to remember that if a score is changed,
 22 then the supporting screening tool must also be changed. The Committee Chair and
 23 the Process Monitor are responsible for keeping a record of any scores that are
 24 changed during discussions.

25
 26 The Selection Committee will vote on the applicants who will be invited to
 27 interview/oral examination. The Selection Committee is a democratic body and each
 28 member must be willing to abide by the decision of a simple majority of the Selection
 29 Committee. The Selection Committee is encouraged to invite a diverse pool of
 30 candidates for interview/oral examination. The Selection Committee is reminded also
 31 that the scoring must support the candidates recommended for interview.

32
 33 The Selection Committee Chair will provide Human Resources with:

- 34
- 35 • A list of the candidates invited to interview; the list should include a minimum of two
 - 36 (2) alternate candidates in the event a candidate withdraws from the pool.
 - 37 • A list of questions that require candidate preparation prior to the interview.
 - 38 • The amount of time for each interview.
 - 39 • A decision to allow the candidate to review the questions prior to the interview and,
 - 40 if so, how much review time.
 - 41 • A list of resources available to the candidate (e.g. whiteboard and/or computer with
 - 42 projector).

Pending approval by Coordinating Committee on
 November 19, 2018

43 44 11.6 HR Review Pre-Background Check

45 A pre-background review check will be coordinated by Human Resources prior to
 46 scheduling a candidate for an interview. Results will be discussed with the Vice
 47 President appointed by the President to the committee and the Chair of the committee.

1 The VPHR, appointed VP, and the Chair of the committee, will make the decision to
2 invite or not to invite the applicant for an interview.
3

4 11.7 Candidate Notification

5
6 Human Resources will contact the candidates by phone and confirm the
7 interviews/oral examinations by mail and/or by e-mail. The confirmation will provide the
8 candidate with the information approved by the Selection Committee and shall include
9 an accommodation statement.
10

11 11.8 Interview/Oral Examination

12
13 The Selection Committee will develop interview questions which will comprise an oral
14 examination. Interview questions may be based on the information contained in the
15 job announcement or may probe the candidate's knowledge and experience. Each
16 candidate interviewed will be asked the same questions.
17

18 At the selection committee's discretion, the interview/oral examination may be
19 conducted via videoconferencing.
20

21 Selection Committee members may assist candidates in setting up technical support
22 for presentation or demonstrations. If the technical support does not work, extra time
23 may be provided to a candidate to resolve the technical problem as long as it does not
24 significantly impact the appointment times of other candidates. Selection Committee
25 members may assist candidates by handing out materials. It is important that all
26 candidates receive sufficient support to allow them to complete the interview process
27 successfully.
28

29 Each candidate will be informed of the amount of time that is scheduled to spend with
30 the Selection Committee and the Process Monitor will act as a timekeeper. The
31 Process Monitor may advise the candidate of the elapsed time during the interview if
32 the Process Monitor feels that it is needed. If a candidate does not complete the oral
33 examination in the allotted time, the interview process will be terminated at the end of
34 the allotted time and the candidate will be scored on the completed questions.
35

36 When scheduling a room for the interview process, the Selection Committee should
37 evaluate the environment. If the candidate will need to make a presentation, a room
38 which supports the presentation, i.e. a smart classroom, should be considered.
39 Remember that the candidate is evaluating the District and the working environment
40 while interviewing.
41

42 It is advised that:

- 43
- 44 • The Selection Committee Chair introduces the candidate, and that the Selection
45 Committee members introduce themselves to the candidate.
- 46 • The Selection Committee Chair asks the first and the last questions in the process.
- 47 • The Selection Committee ensures that the candidate is seated comfortably and has

1 water.

- 2 • A copy of the interview questions is placed on the table in front of the candidate to
- 3 read as well as hear during the interview.
- 4 • Each Selection Committee member asks at least one (1) question, if possible.
- 5 • The first question asks the candidate for a description of the candidate's
- 6 experience, education and/or qualifications.
- 7 • If time permits, the candidate may be allowed to make a brief summary or final
- 8 statement which is unscored. At the discretion of the Committee, statements may
- 9 be used in scoring any question asked during the interview.
- 10 • The candidate may be asked if he/she has any questions about the position or the
- 11 process.

12
13 Follow-up questions during the interview/oral examination should be limited. A
14 Selection Committee member may ask a follow-up question if the member needs
15 additional information in order to fairly evaluate a response.

16
17 A candidate may always be asked to expand on an answer or give an example from
18 his/her work experience. If a candidate is asked a string or compound question and
19 does not fully answer the question, a Selection Committee member may ask for the
20 omitted information.

21
22 A Selection Committee member may not ask a candidate to provide information
23 related to the application materials. A Selection Committee member may not ask any
24 questions that are unrelated to the approved questions. The Selection Process
25 Monitor or the Selection Committee Chair will interrupt follow-up questions which open
26 new areas of questioning.

27
28 Selection Committee members should not engage a candidate in conversation that is
29 not part of the interview. Selection Committee members may answer questions that a
30 candidate poses at the end of the interview when all scored questions are completed.

31
32 When all candidates have completed the interviews/oral examination, the Selection
33 Committee will deliberate. The charge of the Selection Committee is to recommend
34 candidates, preferably three (3) or more, who are best qualified for the position to the
35 Finalist Interview Committee.

36
37 Selection Committee members should complete a spreadsheet indicating the scores
38 received by each candidate. The Selection Committee should thoroughly discuss the
39 candidates' qualifications and any disparate scoring received by any candidate(s).

40 41 11.9 Recommendation of Finalist Candidates

42
43 The Selection Committee will vote on which candidates will be forwarded to the
44 Finalist Interview Committee for review. The Selection Committee is a democratic
45 body and a candidate will be forwarded if a simple majority of the Committee
46 recommends that candidate.
47

1 When the Selection Committee determines the candidates who will be forwarded, the
 2 Selection Committee Chair should ask the members of the Committee to describe the
 3 strengths and weaknesses of each of those candidates. The Selection Committee
 4 Chair should take notes of this information so that the Chair may accurately report this
 5 information to the members of the Finalist Interview Committee. These notes will be
 6 retained with the other Selection Committee materials.

7
 8 If the Selection Committee cannot recommend at least three (3) finalist candidates, the
 9 Committee may write a justification explaining the reason(s) and sign the authorization
 10 to forward two (2) or one (1) candidate(s).

11
 12 The President/Superintendent will review the justification and may:

- 13
- 14 • Accept the recommendation of two (2) or one (1) candidate(s); or
- 15 • Reject the recommendation of two (2) or one (1) candidate(s) and ask the
- 16 Selection Committee to reconsider its recommendations.
- 17

18 If the Selection Committee reconsiders its recommendations, it may:

- 19
- 20 • Determine that the Committee cannot recommend any additional candidate(s); or
- 21 • Recommend one (1) or more additional candidate(s) as finalists.
- 22

23 If the Selection Committee cannot recommend any additional candidate(s), the
 24 President/Superintendent may review the applications of the candidates interviewed
 25 and the Selection Committee records and:

- 26
- 27 • Interview the recommended candidate(s) and recommend a candidate for
- 28 employment; or
- 29 • Invite an additional candidate(s) from the pool selected for interview to a final
- 30 interview, conduct interviews and recommend a candidate for employment; or
- 31 • Decide to close the recruitment and possibly reopen the position.
- 32

33 11.10 Candidate Notification

34
 35 Human Resources will contact the candidates by phone to confirm the final interviews.

36 37 12. **TOWN HALL FORUM FOR FINALISTS**

38
 39 Prior to the recommendation to the Board of Trustees for employment, a town hall
 40 forum will be held for each VP finalist candidate. Feedback from all constituent groups
 41 will be requested, reviewed, and thoughtfully considered by the
 42 President/Superintendent in the selection process before forwarding the
 43 recommendation to the Board of Trustees for employment.

44
 45 At minimum, the following will be included in the Town Hall Forum process:

- 46
- 47 • Forums will be scheduled during days/times that will allow representation from all

1 constituent groups.

- 2 • During the forum, the candidates will answer the President/Superintendent's
- 3 standardized questions. Afterwards, the audience will have an opportunity to ask
- 4 additional job related questions to the candidate.
- 5 • A standardized VP feedback form will be distributed to each attendee to provide
- 6 comments about the VP candidate.
- 7 • At the end of the forum, a representative from HR will collect the feedback forms
- 8 and forward them to the President's Office.
- 9 • Each forum will be taped and uploaded to the Cerritos College website.
- 10 • Employees unable to attend the forum will have three (3) days to provide feedback
- 11 once the video is posted.
- 12 • An online version of the standardized VP feedback form will be posted on the
- 13 website. Once completed, the online form will be forwarded to the President's
- 14 Office.

16 13. **FINALIST INTERVIEW COMMITTEE COMPOSITION**

17 The Finalist Interview Committee will be comprised of:

- 20 • The President/Superintendent
- 21 • The Executive Council
- 22 • The Chair of the Selection Committee

24 14. **FINALIST INTERVIEW/ORAL EXAMINATION PROCESS**

25 The President/Superintendent may consult with the Executive Council and the Chair of

26 the Selection Committee in developing the final interview questions. The

27 President/Superintendent and the Finalist Interview Committee will review the

28 application materials of the candidates recommended as finalists. Interviews/oral

29 examinations will be conducted by the Finalist Interview Committee.

31 The members of the Committee provide input to the President/Superintendent. The

32 President/Superintendent's selection is based on a review of the application materials

33 of the finalist candidates, the finalist interviews, input from the Finalist Interview

34 Committee and the information provided by the Chair of the Selection Committee

35 about the Selection Committee's assessment of the strengths and weaknesses of the

36 candidates.

39 15. **PRESIDENT INTERVIEW**

40 The President/Superintendent may conduct a one-on-one interview with the finalists.

41 The President/Superintendent may direct his/her designee to check references for the

42 candidate(s) under consideration for employment. If the President/Superintendent is

43 unable to recommend any of the finalist candidates for reference checking, the

44 President/Superintendent may ask the Selection Committee to reconvene and

45 determine if they are able to recommend another/other candidate(s).

46

47

1
2 When the Selection Committee reconvenes, it may:

- 3
4 • Recommend an additional candidate(s); or
5 • Determine that they cannot make any additional candidate recommendations.
6

7 If the Selection Committee recommends another/other candidate(s), the Finalist
8 Interview Committee will interview that/those candidate(s). If the Selection Committee
9 cannot recommend another/other candidate(s), the President/Superintendent will
10 review the applications of the candidates interviewed, review the notes of the Selection
11 Committee and:

- 12
13 • Reconsider the applicants initially recommended; or
14 • Confer with the Vice President appointed to the Selection Committee and the
15 Selection Committee Chair to discuss further steps; or
16 • Close the recruitment.
17

18 **16. REFERENCE CHECKING**

19
20 References will be checked for every candidate who is recommended to the Board of
21 Trustees for employment. The President/Superintendent is responsible for ensuring
22 that references are checked. The President/Superintendent or his/her designee will
23 check references using a District-approved form. Reference checking will not be
24 limited to the names specified by the candidate. Reference checking will be thorough
25 and complete. No offer of employment will be made until the reference checking
26 process is completed.
27

28 If the President/Superintendent is unable to recommend any of the finalist candidates
29 after reference checking, the President/Superintendent may ask the Selection
30 Committee to reconvene and determine if it can recommend another/other
31 candidate(s).
32

33 The fingerprinting of a potential full-time employee is part of the reference or
34 background checking process.
35

36 **17. RECOMMENDATION TO THE BOARD OF TRUSTEES FOR EMPLOYMENT**

37
38 An offer of employment, contingent on Board approval, will be made to a chosen
39 candidate. If the candidate accepts the contingent offer, the President/Superintendent
40 will recommend the employment of the candidate to the Board of Trustees.
41

42 If the chosen candidate does not accept the contingent offer, the President/
43 Superintendent may choose to make an offer to another finalist candidate or may
44 close the recruitment.
45
46
47

1 Draft Created: January 17, 2018, revised August 15, 2018.
2 Effective:
3 Presented to the Board of Trustees:
4
5

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