

Committee Chair Responsibilities Checklist for ADMINISTRATIVE Recruitments

This checklist is provided to assist in the recruitment process for ADMINISTRATIVE positions following the formal recruitment process. *This document was last updated 8/2012.*

NOTES:

Job postings and most recruitment processes are handled online using **PeopleAdmin** software. The Pre-Recruitment process falls outside of PeopleAdmin. This web site and additional resources (i.e. Help Documents) can be accessed from the COCC Home Page >

[Employment > HR Forms > Recruitment > Administrator Recruitment Checklist](#)

Do NOT create a new posting in PeopleAdmin until you have completed Step One below.

RESPONSIBILITIES OF THE OFFICE OF HUMAN RESOURCES:

1. Provide assistance to Committee Chairs and approving authorities throughout the process
 2. Provide screening committee with process and technical training
 3. Provide committee members with applicant matrices and PeopleAdmin access information.
 4. Notify finalists and arrange campus interviews.
 5. Reserve conference rooms for the interviews. (HR will not make meal reservations).
 6. Prepare an interview agenda and packet of materials to send to the finalists.
 7. Post candidate bios (prepared by Committee Chairs) with presentation dates/times on Commlines for campus Participation.
 8. Process the required criminal history check and communicate with the candidate and Chair on the status
 9. After the employment offer is accepted, HR will prepare the Pre-Board Employment Offer Letter to the candidate and prepare the Board Resolution.
 10. After Board approval, HR will prepare the Post-Board candidate letter.
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STEP 1: Review Job Description

1. Review the current job description for the position and make revisions if necessary. Work with your boss on any changes. Job descriptions on file with HR can be found at: **N:\Group Folders\Job Descriptions**. HR Director to approve of any changes made to current job descriptions
2. Select and notify **screening committee** members (one member must be from outside of the hiring discipline). Hiring committee should include 3 – 5 members. **Diversity** of the committee is an important consideration (i.e. gender balance, age, ethnicity, employee group). Contact HR if you need assistance assembling a committee. The **Committee Chair** will update applicant statuses in PeopleAdmin to reflect the **Affirmative Action Review** for Affirmative Action Officer (EEO) to review and approve position can be posted to the web.

STEP 2: Create a Job Posting ONLINE in PeopleAdmin

- Create a job posting in PeopleAdmin (contact HR or refer to the Help Documents on the [PeopleAdmin HR Resource page](#)). When creating a new administrative posting, choose to **create the posting from TEMPLATE** so that most of the information is already completed for you and our posting language is consistent. *HR will complete the salary and job description areas.* You will be able to forward the draft posting for approval through the online routing within the software before HR posts the job.

At this point, the position is posted and advertised for two to three weeks. Positions may be posted as "open until filled" under certain circumstances (talk with HR). Applications are collected online through the deadline date. After the deadline date, all applications are reviewed by the Office of Human Resources for minimum qualifications and veteran status.

STEP 3: Pre-screening & Training Meeting with all Committee Members

1. The Committee Chair is responsible for calling the committee together BEFORE any applications are reviewed by committee members **to review the job description (requirements, preferences, knowledge/skills/abilities, acceptable equivalencies) and set clear guidelines for evaluating applicants.** Committee members will be provided access to view application records in PeopleAdmin AFTER this meeting has been held. **Please reserve a media room for the training portion of this meeting.**

2. **HUMAN RESOURCES must be present at this meeting** to cover the following (allow 30 minutes):

- Understanding the **recruitment process** and committee vs. HR responsibilities
- **Best practices** for recruiting (reviewing applications, interview questions, interviewing candidates)
- **Special considerations:** legal requirement to interview qualified **veterans & diversity** initiatives
- How to navigate **PeopleAdmin** to review applications. Chairs should refer to the Help document on how to manage recruitments in PeopleAdmin for their additional responsibilities.

3. When the position is posted, HR will email all committee members the **Guest User name and password** to view applications. The email will include a requirements/preferences matrix. NOTE that at this point HR has NOT screened out unqualified applicants. *Any applicants that do not meet the minimum qualifications cannot be considered by the committee.* For this reason, you may wish to wait until after the closing date/after HR screening to review only qualified applicants so you have fewer applications to review.

Please do not print applications until you are down to your finalists. If you print any materials you will be responsible for securing them to protect privacy and confidentiality.

STEP 4: Review applications, identify interviewees & alternates, and provide interview details to HR

1. **Upon closing, HR will screen out any unqualified candidates.** After HR screening is completed, committee members will receive an email with an updated requirements matrix (applicant names included) along with a reminder of the username/password and PeopleAdmin information.

2. Arrange for a SCREENING COMMITTEE MEETING to discuss applicants for interview, interview dates/times/locations and the presentation topic. **BRING YOUR CALENDARS!**

Date

Time

Room

RESERVE A MEDIA ROOM so you can access the PeopleAdmin system and review application online during your meeting.

3. **Select finalists and possible alternate candidates.** See "Policies Affecting Recruitment Process" below. The **Committee Chair** will update applicant statuses in PeopleAdmin for those selected

for interview/alternate and update the posting status to reflect the Committee Review is Complete and ready for Affirmative Action review (EEO).

4. After selection of finalists, it is the **Screening Committee Members' responsibility to coordinate and establish interview dates/times.** *The committee only needs to set dates/time for the interviews and presentations, HR will fill in the other agenda items around these two events.* The Committee Chair is then responsible for imputing all interview information into the PeopleAdmin system (interview dates/times; demonstration times; demonstration topic; preferred rooms, and any other non-standard agenda items).

Finalized agendas that are forwarded to candidates and committees will be prepared by HR outside of PeopleAdmin based on the information provided within PeopleAdmin (Interview Details page).

A typical Administrative agenda includes the following events:

- Meeting with Human Resources for Benefits/COCC Overview – preferable the first meeting on the agenda
- Interview with screening committee
- Presentation open to the Campus
- Lunch with selected committee members and/or other administrative or administrators
- Meeting with VP or other COCC staff (optional)
- Campus Tour (typically the administrative assistant, but can be anyone with experience at COCC).
- Wrap up meeting with Department Chair (Q&A by candidate and close out of official interview/day).
- Dinner with selected committee members and/or other administrative or administrators (optional)

5. After interviewees and alternates are selected (from #3 above), the applicable VP & the Affirmative Action Officer (EEO) will be notified that the committee has completed their review (Chair updates posting status in PeopleAdmin). **The Affirmative Action Officer (EEO) must approve the candidates selected by the committee before Human Resources will set up interviews.** Both of these reviews will happen at the same time as to not lengthen the recruitment process.

6. Determine **interview questions.** If you need questions, you may use this database of questions: [Interview Questions Database](#) (Consult with the Office of Human Resources). You should incorporate diversity considerations into your questions. Some Diversity based questions are available on the forms page, or ask Karen Roth for assistance. Please provide HR with a copy of your questions for our files so they can be reused in the future.

STEP 5: Complete the Hiring Proposal in PeopleAdmin to Make a Recommendation to Hire

AFTER THE INTERVIEWS HAVE BEEN CONDUCTED, THE SCREENING COMMITTEE CHAIR WILL:

1. Coordinate **reference checks.** Members of the screening committee are required to make telephone reference checks using reference forms provided by the Human Resources Office. The [Reference Check Form](#) can also be accessed from within PeopleAdmin.

If you are considering an **INTERNAL CANDIDATE**, you should review their personnel file in Human Resources.

Do NOT venture out to social media sites to “research” candidates at any point in the recruitment process. You will put the College at risk of potential discrimination claims by fishing for information outside of our formal process.

2. The Committee Chair will update the applicant status to **“Recommend for Hire” in PeopleAdmin.** This will trigger notification to HR to start the **criminal history check** that is required of all COCC hires.

- 3. The Committee Chair will make salary determination with HR. He/She may contact candidate to make an informal hiring offer “pending successful completion of a background check”.
 - 4. The Committee Chair will create a “**Hiring Proposal**” record in **PeopleAdmin** and route for approval and salary determination by HR. This online form replaces the “ER3/Recruitment Form 3” paper form used previously and requests the same information. Refer to the PeopleAdmin resources page of a help document on creating this proposal.
 - 5. Prepare a narrative that justifies the selection of the finalist for review by the Affirmative Action Officer.
 - 6. The **employment offer** can be made only AFTER receiving **HR approval AND successful completion of the criminal history check**. If there are discrepancies on the background report, the record will be reviewed by the *risk management review committee*. Both the candidate and the Chair will be notified if discrepancies need to be reviewed, and when/if the employment offer can be made.
 - 7. Notify the Office of Human Resources of the candidate's acceptance and return all candidate application materials, matrices, and reference checks to Human Resources.
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Screening Committees need to be aware of the following:

POLICIES AFFECTING RECRUITMENT PROCESS:

Presentations: Internal candidates may NOT attend any of the demonstrations.

Lunch: The Committee Chair is responsible for ensuring the candidate is invited to lunch with one or more staff members. The College (HR) will reimburse the cost of lunch for the candidate and two additional persons. The receipt must be itemized and show the cost of each meal purchased. There will be no reimbursement for alcohol. Catered luncheons reimbursement will be up to \$60.00

Dinner: Dinner with the candidate will be limited to the candidate and two members of the screening committee. Other individuals wishing to attend will be responsible for the cost of his/her meals. The College (HR) will reimburse the cost of dinner for the candidate and two members of the screening committee. The receipt must be itemized and show the cost of each meal purchased. There will be no reimbursement for alcohol. Dinner is an **OPTIONAL** part of the agenda. Just be consistent to offer dinner to all candidates if you choose to include it.

Out-of state candidates: The number of out-of-state candidates invited to campus is limited to three. Exceptions must be approved by the President and the costs associated with the exceptions will be paid by the appropriate Vice President. Out-of-state candidates should be allowed a minimum of 14 days advanced notice to arrange travel.

Candidate Reimbursements: Expenses incurred by candidates are limited to one-half of their interview-related expenses up to a maximum of \$400 on behalf of the College. The successful candidate may receive an additional \$400 if one-half of the expenses have not been reimbursed by the first \$400.

Reference checks: The Committee Chair has the option of conducting reference checks on the finalist after the on-campus interview or conducting reference checks on all the finalists before on-campus interviews are scheduled. Remember to include internal candidate personnel files as part of your reference check if applicable. **Do NOT venture out to social media sites to “research” candidates at any point in the recruitment process.** You will put the College at risk of potential discrimination claims by fishing for information outside of our formal process.

Veteran Preference Laws: Federal law now requires that public employers interview **ALL eligible** veteran applicants that **meet the minimum qualifications** for the position. HR will screen your applicant pools for eligible/qualified veterans and communicate with you on any requirements.

Criminal History Checks: All candidates recommended for hire must complete the COCC criminal history check. Refer to the policy under the General Procedures Manual – HR policies section.