
ROLES AND RESPONSIBILITIES- SEARCH COMMITTEE

GOAL: Selection of the qualified applicant, who best meets the needs of the students, the division, and the college.

1. Identify Recruiting Sources (when position is posted)

Employment Services automatically posts all positions on a variety of general purpose and educational sites.

- Notify Employment Services of additional appropriate sources such as professional journals, web sites, list serves, newsletters, and organizations that may be used for recruiting applicants for your position.
- Advertising requested by the committee must be approved by Employment Services to ensure that costs do not exceed the allocated Employment Services budget. The department conducting the search will fund any recruitment costs that exceed the Employment Services budget.

2. Sign Confidentiality Forms

Confidentiality must be maintained throughout the entire search and selection process. As a committee member, you recognize that all actions related to the hiring process are subject to the laws and regulations relating to equal and fair employment practices. Failure to maintain confidentiality could result in violation of Federal or state regulations and incur liability on behalf of the District. Employment Services requires all committee members to complete a confidentiality form during the training conducted by Employment Services.

3. Identify Screening Criteria

- Review the position announcement.
- Agree on screening criteria that will be used to evaluate all applicants.
- Be sure that criteria can be screened on paper, using the rating system provided by Employment Services.
- Every committee member must screen.

4. Develop Job Related Questions

- Review position requirements/responsibilities.
- Decide what you want to know, why you want to know it, and what would constitute an acceptable response.
- Have a variety of questions – open-ended, basic information/knowledge, behavioral, situational, and how-to, etc.

- Incorporate diversity inquiries throughout the interview; include specific questions regarding contributions to/participation in/experience with meeting the needs of a diverse student population as it relates to the position.
- Determine whether to include a demonstration and/or a written question.
- The committee chair will e-mail interview questions to Employment Services.

5. Schedule

Classified positions are open for a minimum of three weeks and faculty and administrator positions for a minimum of eight weeks. All faculty and administrator positions will become “open until filled” after the closing date. Any applications that are submitted after the initial closing date will be sent to hiring committees *only* upon committee request. Classified positions that do not receive an adequate pool of applications may be changed to an “open until filled” status upon approval from Employment Services.

- Search workbooks will be available from Employment Services within 5 working days of the closing date of the position.
- Committee establishes screening dates and meeting date(s) to select applicants to interview.
- Committee conducts interviews.
- Committee chair conducts reference checks using reference check question template provided by Employment Services.
- Meeting date to recommend finalists.

6. Screen Applications

- Employment Services submits all complete online applications to the committee. The committee will screen for minimum, preferred, and additional qualifications.
- Be consistent when reviewing each application.
- Screen all applications using the paper-screening sheet submitted by Employment Services or an electronic version created by the committee.
- Go to www.fhdajobs.net/hr using the login information provided by the committee chair, to view all complete applications.
- Allow enough time to complete the review of all applications.
- Use screening results as a guide to select interviewees.

7. Interview

- Provide specifics regarding interviews to all candidates: **date, time, location, parking permit, map.**
- Be clear and consistent.
- Use rating form to evaluate candidates.

- Ask job related follow-up questions to clarify or receive more specific information from the applicant's initial response. Do not ask "leading" questions or create additional interview questions.
- Maintain eye contact when appropriate.
- Watch time limit.
- Do not discuss candidates between interviews.
- Use interview and screening information to select finalists.

8. Determine Finalists

- Evaluate all job related information about the candidates.
- Consider candidates' contributions to/experience in meeting the needs of a diverse student population.
- Committee chair checks references using reference check form provided by Employment Services. This form may be modified to meet the needs of the position. The hiring chair will submit a paper copy of the questions asked and the completed reference checks to Employment Services in the search workbook.
- Forward finalists to the President, Vice Chancellor, or Chancellor (**for Faculty and Administrator positions only**).

Committee members will choose unranked finalists to send to the President, Vice Chancellor, or Chancellor, who will ultimately interview and select the final candidate(s) if applicable. A selection committee will be present during this second interview. Refer to <http://hr.fhda.edu/employment2/> for information about the final selection process and the required composition of the selection committee.

Maintain confidentiality throughout the process... and after. Any inquiries you receive regarding the hiring process from someone who is not on the hiring committee should be forwarded to Employment Services.

ROLES AND RESPONSIBILITIES-COMMITTEE CHAIR

1. Coordinate development of position announcement with Employment Services and other appropriate consultation.
2. Confirm any faculty member's participation with Academic Senate:
(davisondolores@fhda.edu) for Foothill and academicsenate@deanza.edu for De Anza. Notify Classified Senate of any classified employees serving on administrative committees:
 - Carol Skoog (Central Service) skoogcarol@fhda.edu
 - Gigi Gallagher (Foothill College) gallaghergigi@foothill.edu
 - Virginia Marquez (De Anza) marquezvirginia@deanza.edu

Obtain EO Representatives for ALL positions and Union Representatives for bargaining unit positions only (see below)

To Obtain EO Representative, contact the following individuals:

- Miriam Lamb (Central Services) lambmiriam@fhda.edu 650-949-6216
- Debbie Haynes (Foothill) haynesdebbie@fhda.edu 650-949-7204
- Rowena Tomaneng (De Anza) tomanengrowena@fhda.edu 408-864-8510

To obtain an ACE Union Representative, contact the following individuals:

- Ray Sarria (Central Services) sarriaray@fhda.edu 650-949-6217
- Shelley Schreiber (Foothill) schreibershelley@fhda.edu 650-949-7395
- Blanche Monary (De Anza) monaryblanche@fhda.edu 408-864-5705

To obtain a CSEA Union Representative, contact:

- Leo Contreras contrerasleo@fhda.edu 650-949-6151

Confidential positions should also have a representative on committees. Contact Miriam Lamb for further information. (650-949-6216)

3. Notify members of committee meetings.
4. Convene the first committee meeting:
 - Schedule training with Employment Services
 - Develop meeting schedule
 - Remind committee members of confidentiality throughout screening process
5. Understand and promote the District's commitment to diversity throughout the search process.

6. Finalize screening criteria and interview questions with committee. Coordinate duplication of screening forms for committee members. Send interview questions to Employment/Classification Supervisor (lambmiriam@fhda.edu) for review.
7. Employment Services will notify the hiring chair when the search committee workbook is ready to be picked up.
8. Pick up Search Committee Workbook. Hiring committee members may view applications *only* after screening criteria and interview questions are complete. Login information must be provided to committee members only via phone in or in person. Due to potential security breaches, do not e-mail login information to committee members.
9. Screen applications online at **www.fhdajobs.net/hr**. Be inclusive rather than exclusive.
10. Convene committee to select candidates and schedule interview times. Review interview questions, interview protocol, and format of interview. Identify special instructions to be given to interviewees.
11. Identify applicants that have requested equivalency as soon as possible and contact equivalency committee (when necessary).
12. Complete and sign Interview List form; secure signature of the Equal Opportunity Representative and forward via campus mail (or e-mail) to Employment Services.
13. Contact successful candidates to establish interview dates and times. Begin with out-of-state candidates, then out-of-Bay Area, then local. Allow as much time as possible between call and interview. **Notify each interviewee confirming: date, time, location, parking, permit and map information; and any special instructions for the interview.**
14. Meet each interviewee, establish “ground rules” for interview, and conduct interviews within schedule.
15. Complete **Interview Summary Sheet** and sign; secure signature of Equal Opportunity Representative.
16. Perform reference checks, using reference check form provided by Employment Services. You may modify the form, but all questions and reference checks must be returned to Employment Services with the search workbook.
17. Notify all unsuccessful interviewees. Employment Services will notify applicants not selected for interview.

18. For faculty and administrative positions, contact President's office with finalist recommendations.
19. For faculty and administrative positions, coordinate the Selection Committee. **Refer to the Hiring Process Manual at <http://hr.fhda.edu/employment2/> for required makeup of the Selection Committee.**
20. Include all notes that committee members took during the screening and interview processes. Notes must *only* include job related information pertaining to the essential duties, knowledge, skills, and abilities required to be able to successfully perform the position. Do not include personal or non-job related information about candidates.
21. Return required search materials in the search committee workbook, to Employment Services. **Employment Services will not process hiring paperwork, which will result in a delay of hiring the final candidate(s), unless all required information is submitted in the search workbook.**

STEPS TO TAKE AFTER FINALIST IS SELECTED:

For faculty positions:

- The President's Office makes a copy of the application materials of the selected candidate and sends originals to the campus personnel office.
- The campus personnel office provides salary placement information to President's Office and retains the original materials for the personnel file.
- The President's Office prepares a Board Agenda Item and forwards the Board.
- Agenda Item and backup material goes to the executive assistant for the Vice Chancellor, Human Resources and Equal Opportunity.

ROLES AND RESPONSIBILITIES- COMMITTEE MEMBERS

1. Attend training for Search Committee. Commit to reaching the broadest pool of potential candidates in order to hire the candidate who will be the greatest asset to students and the campus community.
2. Attend **all** meetings of the Search Committee.
3. Participate in the identification of selection criteria, using the rating system provided by Employment Services.
4. Assist in development of interview questions and identify appropriate responses.
5. Assist in development of an appropriate teaching or related demonstration and the criteria for evaluation of the demonstration.
6. Screen each application at **www.fhdajobs.net/hr** and complete the screening form for each application. Be inclusive rather than exclusive.
7. Participate in all interviews.
8. Contribute to the discussion to evaluate and recommend finalists for the position.
9. Understand and promote the District's commitment to equal opportunity throughout the search process.
10. Do not share job related knowledge about applicants and candidates with the Committee until finalists are selected. **At that point, you may only share first-handed, job related information with the committee.**
11. Ensure that all required paperwork is submitted to the committee chair (including any notes you took during the interview or screening process). Notes must *only* include job related information pertaining to the essential duties and knowledge, skills, and abilities required to be able to successfully perform the position. Do not include personal or non-job related information about candidates. Submit notes and worksheets as soon as discussions are completed.
11. Maintain strict confidentiality throughout the process.
12. Participate in second level interviews if invited/selected.

ROLES AND RESPONSIBILITIES- EQUAL OPPORTUNITY REPRESENTATIVE

The Equal Opportunity Representative is a Foothill-De Anza employee who has been certified to serve as an advocate for fairness and diversity in the employment process. The Equal Opportunity Representative is a regular participating "voting" member of the search and selection committee with a specific responsibility to:

Advocate

The Equal Opportunity Representative is an advocate for fairness to all candidates in the search and selection process. The advocacy role includes the following responsibilities:

1. Assist in the development of a recruitment plan to ensure that a comprehensive search is implemented in consultation with the District Recruitment/Equal Opportunity Specialist.
2. Persuade committee members that good hiring practice demands reaching and interviewing the broadest pool of potential candidates and hiring the candidate who will be the greatest asset to students and the campus community.
3. Ensure that sensitivity to, experience with, and knowledge of a diverse student population is included in the position announcement, screening criteria, and interview questions and is considered in the evaluation of all applicants.
4. Advocate for equal assessment and advancement of candidates at each level of the process.
5. Challenge the committee to evaluate candidates according to their demonstrated ability to respond effectively to such issues of diversity as academic preparation, culture, gender, race, ethnicity, sexual orientation, socioeconomic circumstances, and disability; and their demonstrated experience in developing or participating in successful efforts to assist and encourage community college students and others like them in achieving their goals.

Monitor

Ensure that procedures, practices, and criteria are related to the position and are applied fairly and consistently to all applicants.

1. Observe and evaluate the screening process to ensure that screening criteria are applied fairly to all applications.
2. Observe and monitor the interview process to ensure that all applicants are treated equally throughout the interview in terms of time allowed, questions asked, respect and responsiveness, etc.

3. Observe and monitor the discussion of applicants and interviewees to ensure that only job related criteria are considered in determining the selection of finalists.

Interview

1. Participate in all interviews.
2. Advocate for advancing the broadest representation of candidates in the finalist pool.
3. Advise the committee of cultural differences and how they may affect the interview process.
4. Respond to questions regarding procedure or appropriateness of follow-up questions or responses provided by applicants.
5. Intervene or halt the process to correct or prevent potential violations of the District Equal Opportunity and Diversity Plan.

Review/Report

Review the applicant pool, interview pool, and finalists to ensure that no criteria, procedure, or activity in the process has had an adverse effect on the candidates. Recommend to continue the process, to add applicants to the pool, or to re-open the position.

