5.1.5  Classified Hiring Procedures*

A. Position Authorization

1. To fill existing positions approval of the appropriate vice president or chief business officer is required. New positions must be approved by the appropriate vice president or chief business officer with final approval from the Board of Trustees.

2. The Office of Human Resources provides the appropriate vice president, chief business officer or designee with a draft position announcement and supplemental application. The position announcement will be prepared using the standard job description for the position.

3. The vice president, chief business officer, dean or designee may include additional questions to the standard supplemental application.

B. Committee Composition

1. There will be a minimum of four (4) voting members on any committee, including a chair who has the option of being a voting or a non-voting member. The affirmative action representative, who may also be the chair, will be a non-voting member. The affirmative action representative will be appointed by the Office of Human Resources.

2. The appropriate vice president, chief business officer or designee will make the final determination of the committee’s membership.

3. Committee membership on the screening and interview committees (which may have members in common) will remain constant throughout their respective processes.

4. Committee meetings will not take place without the affirmative action representative in attendance.

5. All phases of the hiring procedures are confidential. Each member of a hiring committee will accept the responsibility for maintaining confidentiality.

C. Position Announcement and Recruitment

1. After the announcement has been approved by the appropriate vice president or chief business officer and the Director of Human Resources, the position announcement will be advertised for a minimum of four (4) weeks,
including advertising for five (5) working days on campus. If an adequate number of applicants is not received or if the composition of the pool is not adequate, the final filing date may be extended by the Director of Human Resources.

2. The Department of Human Resources will provide consultation to the hiring department in developing a recruitment plan. The District’s “Recruitment Request” (P-2) form serves to facilitate this process (see attached). Hiring departments must submit a properly completed P-2 form before a recruitment can be authorized.

D. Paper Screening

1. The Office of Human Resources will do the initial screening of all applications to ensure that they meet the minimum requirements, have submitted a complete application, and the application has been filed timely.

2. The screening committee will establish the criteria for screening with approval from the affirmative action representative and the Director of Human Resources. The screening committee will verify that they have reviewed and agreed to the criteria that will be used; and that members have been trained as to affirmative action policies and procedures by the affirmative action representative.

3. A component of the criteria for screening will include any experiences and/or training of an applicant which involves working and supporting individuals from diverse cultural or ethnic backgrounds.

4. Applicants who are currently employed in a benefited position with the District are referred to as “in house” applicants. An in house applicant must satisfy the minimum qualifications announced for a position and follow the same application procedure required for all other applicants. In house applicants meeting these criteria will be given the opportunity to interview.

5. In the event the applications determined minimally qualified by the Department of Human Resources are substantially large in number, the Screening Committee may direct the Department of Human Resources to further screen the applicants based upon the committee’s developed screening criteria, in order to establish a smaller applicant group meeting the committee’s desirable qualifications.
6. Using the screening criteria developed, the committee members will independently screen and rate each remaining application.

PROCEDURE 5.1.5
CLASSIFIED HIRING PROCEDURES
PAGE 3 OF 10

7. The Department of Human Resources will tabulate the Screening Committee’s individual scores, and the Director of Human Resources will establish an interview group, considering the range of scores, diversity and other relevant group demographic factors. This list of candidates will be forwarded to the Interview Committee in unranked, alphabetical order.

E. Interviews

1. The Interview Committee will develop uniform, job-related questions and a rating system for evaluating each candidate (see page 7 for example of uniform rating system form). A copy of the interview questions will be submitted to the Department of Human Resources for placement in the official recruitment file.

2. The interviews will be conducted in a manner ensuring compliance with the Uniform Guidelines for Employee Selection and in a manner ensuring that all candidates are given an equal opportunity to present their qualifications and skills for the position.

3. Each committee member will independently tabulate his or her ranking of the candidates.

4. The committee will next discuss the strengths and weaknesses of the candidates and, through consensus and as a committee will rank all the candidates. The names of the top three (3) candidates will then be forwarded to the appropriate vice president, chief business officer or designee in alphabetical, unranked order.

5. The affirmative action representative will verify to the Director of Human Resources that affirmative action interviewing guidelines were adhered to during the interview, or will, in written narrative form, outline instances or incidents where guidelines were not followed. The Director of Human Resources may, in such instances and following a thorough investigation, either end the process or allow the recruitment to proceed.

F. Recommendation

1. The chair will submit a letter recommending the top three (3) candidates (in alphabetical, unranked order) to the appropriate vice president, chief
business officer or designee who at his/her discretion may conduct second interviews. If no second interviews will be conducted, the Interview Committee Chair and the appropriate vice president, chief business officer or designee will meet to discuss the committee’s rankings and recommendations.

2. The appropriate vice president, chief business officer or designee may review the official recruitment file at any time following the completion of the initial interviews for the purpose of preparing for subsequent interviews and/or selection.

3. No selection will be recommended by the Superintendent/President without confirmation and documented proof of proper reference checks performed on at least the candidate proposed for employment. The recommended format for reference documentation is the “Waiver of Release of Personnel Reference Information To the Butte/Glenn Community College District” form (attached).

4. The Superintendent/President will review the recommendation and has final authority for hiring recommendations to the Board of Trustees.

Last Staff Review: September 29, 1997
INITIAL SCREENING GUIDELINES

The purpose of having the committee write guidelines for screening is to develop consensus among the screeners as to the priorities for the position and to develop a high degree of consistency and inter-rater reliability. It is important to have all members of the committee agree to the criteria and to evaluate information consistently. In addition to defining the actual rating criteria, committees may also want to develop an overview and statement of priorities.

Each committee is responsible for determining what criteria are appropriate for each of the following broad guidelines and for defining what constitutes a “superior,” “well qualified,” “qualified” or “unacceptable” score for each guideline.

In ranking candidates, specific evidence of future potential should be considered along with actual experience. Superb training and skill are usually preferable to mediocre experience.

In evaluating candidates for each of the following criteria, be sure to consider not only their applications and resumes, but also evaluate the quality of their answers to the supplemental questions and any additional information gleaned from their cover letter.

**Educational Training and Background**
(degrees, course work, workshops, memberships)

In evaluating candidates’ training and education, a committee may want to look at level of degree, relatedness of major and/or additional course work, recency of training, and grades earned in relevant courses.

Evidence of education (through workshops, seminars and conferences, industry-sponsored training, apprenticeships, etc.) related to techniques or recent developments, specific to the position, should also be considered.

**Experience - Paid and Unpaid**
(internships, work experience, additional experience of any kind likely to have prepared a candidate for this position)

In evaluating candidates’ experience, length and quality of experience should both be considered. The quality of the experience, and particularly the variety and level of responsibility may be more important than the length of experience. Apparently unrelated experience which may have nevertheless helped prepare a candidate (e.g., part-time jobs or volunteer work with heavy contact with the public) should not be ignored.
Indication of Job-Related Skills, Abilities and Attitudes
(initiative, creativity, organization, accuracy, cooperative relationships, attitudes toward
students, etc.)

In determining whether or not the candidates possess the required job-related skills,
abilities, and attitudes, scrutinize their application materials (including any letters of
reference) in an attempt to ascertain their basic values and general abilities and
interests as related to the position in a community college setting. Do they appear to
possess the skills, abilities, qualities and attitudes we would hope to find among the best
Butte College employees? In considering this criterion, try to look beyond the factors
considered in evaluating the first two criteria (Educational Training and Background;
Experience).

Contribution to Diversity
A goal of the Butte-Glenn Community College District is to hire people who are sensitive
to, and able to contribute to the cultural diversity of the campus community. In order to
ascertain a candidate’s ability to contribute to diversity, the following guidelines (cited
from The Academic Senate for the California Community Colleges’ “The Ramifications
and Implications of Affirmative Action on Hiring”) may be helpful:

Demonstrated:
1. Cultural awareness of the diverse population served by the college. For
   instance, the completion of courses and/or directed study, which focused
   upon other cultures, languages, and the disabled . . .
2. Active involvement within those programs designed to provide information
   and special training concerning areas of student and staff diversity: staff
   development programs, faculty development programs, seminars, sessions,
   etc.
3. Ability to work cooperatively with staff from different cultures to ensure that
   diversity and positive role modeling exist for the college community.
4. Active participation within those groups and organizations that cultivate the
   understanding of the diversity of national and international cultures.

NOTE THAT UNDER THE ABOVE GUIDELINES, AN APPLICANT NOT FROM AN
UNDERREPRESENTED POPULATION CAN MAKE SIGNIFICANT CONTRIBUTIONS TO CULTURAL
DIVERSITY.

Additional Job Related Criteria
The screening committee may want to identify and define an additional criterion. This
should not be something vague, such as “general” or “overall impression.” If an
additional criterion is used it should be specific, measurable, and related to successful
performance in the position.
### BUTTE COLLEGE
### Initial Screening

**Position:**

**Applicant’s Name:** ____________________________________________ **Date:** ________________________

**SCORING CRITERIA:**

- Superior = 17-20 points
- Well Qualified = 9-16 points
- Qualified = 1-8 points
- Unacceptable = 0 points

**EDUCATIONAL TRAINING AND BACKGROUND (20 points possible)**

**POINT VALUE**

**EXPERIENCE - PAID AND UNPAID (20 points possible)**

**POINT VALUE**

**INDICATION OF JOB RELATED SKILLS, ABILITIES AND ATTITUDES (20 points possible)**

**POINT VALUE**

**CONTRIBUTION TO CULTURAL DIVERSITY (20 points possible)**

**POINT VALUE**

**ADDITIONAL JOB RELATED CRITERIA (20 points possible)**

**POINT VALUE**

Rater’s Signature ________________________________________________ **TOTAL POINTS** ______
## BUTTE COLLEGE
### Interview Screening

<table>
<thead>
<tr>
<th>Position:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Name:</td>
<td></td>
</tr>
</tbody>
</table>

### SCORING CRITERIA:
- Superior = 17-20 points
- Well Qualified = 9-16 points
- Qualified = 1-8 points
- Unacceptable = 0 points

### KNOWLEDGE, SKILLS, AND ABILITIES (20 points possible)
- Proficiency, expertness, acquired knowledge, talent

### EXPERIENCE (20 points possible)
- Length and quality of experience
- Variety and level of responsibility

### TRAINING AND BACKGROUND (20 points possible)
- Level of degree/relatedness
- Recency of training
- Evidence of continuing education

### CONTRIBUTION TO CULTURAL DIVERSITY (20 points possible)
- Cultural awareness via coursework/personal experience
- Active involvement via staff development/activities
- Active participation within groups or organizations that cultivate the understanding of diversity

### PRESENCE/COMMUNICATION (20 points possible)
- Depth of understanding
- Verbal skills
- Poise and delivery of information

Rater’s Signature ___________________________  TOTAL POINTS _____
Recruitment/"Pool" List Request and Instructions
(see next 2 pages)
Waiver of Release of Personnel Reference Information to Butte-Glenn Community College District
(see next 2 pages)