

**Napa Valley College  
Office of Human Resources**

**SALARIED ADMINISTRATIVE RECRUITING/HIRING PROCEDURES**

Initiating the Recruitment Process

Recommendations for salaried administrative openings are presented by the President or appropriate vice president to President's Cabinet for discussion, approval, and prioritization. The Office of Human Resources (OHR) forwards requests to advertise positions to the Board of Trustees via the President.

The Vacancy Announcement

Once the Board of Trustees approves advertising the position, the Dean of Human Resources coordinates with the supervisor and respective vice president to update the announcement. The announcement includes standard campus information, plus the responsibilities of the job, minimum qualifications, desirable professional qualifications, nature of assignment/compensation, and application process and deadline. The minimum qualifications for academic administrators are designated by Title 5, with any additional qualifications being established by the district based on the duties and responsibilities of the position. For classified administrators, minimum qualifications are determined by the district based on the specific position. The supervisor and respective vice president, in collaboration with the Dean of Human Resources, discuss and determine the desirable professional qualifications for the position, which are included in the announcement.

Supplemental Questions

A Supplemental Questionnaire is a required part of the application process. The supplemental questions directly relate to the minimum and desirable qualifications as listed on the vacancy announcement. The responses to these questions assist the committee in determining the extent to which applicants meet the qualifications. The supplemental questions are developed in collaboration with the supervisor, the respective vice president, and the Dean of Human Resources.

Time Lines

Positions are opened after board approval. Administrative positions are open 4-8 weeks, depending on the urgency and the scope of advertising.

Advertising/Recruitment

The college regularly advertises on the California Community Colleges Registry website, on Monster Jobs, Napa Valley Register, Fairfield Daily Republic, and other local newspapers, as needed. Administrative positions are also advertised in various publications which may include the *Chronicle of Higher Education* and *Hispanics in Higher Ed*. Administrative positions are also posted on the Association of Community College Administrators (ACCCA) website, and supervisors are given the opportunity to suggest advertising venues or list serves in the respective field.

Vacancy announcements are emailed to applicants who registered with the California Community College Registry database in their particular field. The announcements are also distributed to a mailing list consisting of placement offices, career centers, and EEO departments at various colleges, agencies, and businesses. The Office of Human Resources sends announcements to those who have asked to be on the Napa Valley College mailing list for their designated area of interest. Announcements are posted on the OHR bulletin board and on the Napa Valley College Human Resources website; an email is also sent out campus-wide announcing the opening.

Application materials are available on the college website or can be picked up at the Office of Human Resources. Materials may also be requested via the Jobline voice mail, 256-7107, or by emailing [jobline@napavalley.edu](mailto:jobline@napavalley.edu).

### Establishing Hiring Committees

Once the position is opened, a hiring committee can be established. All employees who wish to serve on a hiring committee must participate in both phases of the required hiring committee training. Hiring committee members must commit to serve through all phases of the hiring process to which they are appointed. The Office of Human Resources notifies each constituent group leader of the opening of a position. It is the responsibility of the group leader to notify the OHR of the representatives being appointed by the stated deadline.

Hiring committee composition for administrative positions is as follows:

- Committee Chair: President, for vice president selection; the vice president, or designee, for other administrative positions.
- Administrative Representatives: Three representatives for vice president or dean positions; one representative for associate deans, directors, etc.
- Academic Senate Representatives: Three representatives for vice president or dean positions; one tenured, or tenure-track faculty member for associate deans, directors, etc.
- Classified Representative: Three representatives for vice president or dean positions; one regular, non-probationary classified employee, working in a job related as closely as possible to the subject area for associate deans, directors, etc.
- Student/Community Representative: One student representative, appointed by the Associated Student Body; or one community representative with expertise in an area as close to the discipline as possible, appointed by the committee chair.
- Equal Employment Opportunity Representative: To support, facilitate, and monitor the process, the Dean of Human Resources shall appoint a non-voting Equal Employment Opportunity representative to each hiring committee from a list of trained volunteers.

The Dean of Human Resources reviews the appointments to ensure diversity in committee composition, which could result in requests for alternate appointments.

### Hiring Committee Training

All employees who wish to serve on a hiring committee must participate in two phases of a hiring committee training. This training consists of the District's EEO guidelines, a review of committee responsibilities, and screening and interviewing procedures. The first phase is an online component that speaks to the legal aspects of hiring and best practices. The second phase is a three-hour training that focuses on the value of a diverse workforce, the principles of cultural competence, and bias awareness. The second phase also includes a discussion of appraisal and interview processes and dynamics. All committee members must participate in a Hiring Committee Training at least once every 24 months. The Office of Human Resources notifies the campus community when the trainings are scheduled.

In addition to the required hiring committee training, committee chairs and Equal Employment Opportunity (EEO) representatives receive additional training specific to those roles.

### Initial Hiring Committee Meeting

The first meeting of the hiring committee may occur before the application deadline for the position. The purpose of this meeting is to:

- Articulate the district's view of the position, including the scope, need, short- and long-term challenges and opportunities.
- Remind committee members that outside information cannot be brought into the process and that they cannot discuss the applicants without the entire committee present.
- Have all members read and sign the confidentiality statement.
- Select committee member who will sit on the second interview (criteria should be related to subject matter and/or division or department needs).

- Discuss the desirable qualifications and methods for evaluating the characteristics (e.g., rubric).
- Identify topics for interview questions.
- Develop presentation subject (if warranted).
- Establish dates for future meetings/interviews.

### Application Appraisal

After the position closes, the Dean of Human Resources reviews the applicant pool to assess both the size and diversity of the pool. In consultation with the supervisor and respective vice president, a decision is made whether or not to move forward with the hiring process. If approved to go forward, only applications which are complete are considered for the position. The Office of Instruction reviews complete applications for minimum educational requirements. The Dean of Human Resources and the supervisor review the experiential qualifications to determine if the candidates can be forwarded to the full committee.

Each committee member reviews and assesses applications individually, but must do so in a location arranged by the Office of Human Resources. Any notes taken must remain in the committee member's folder. All applications must be rated by the date of the next committee meeting in order for the member to participate in the process for selecting interviewees.

The committee meets as a group to evaluate and discuss the group's rating of the applicants. Candidates for interview are determined and listed, in unranked order, on the appropriate form. Final discussions of interview questions and demonstration/presentation, length of interviews, length of time for previewing questions, and other logistics are decided upon and documented on the interview setup form.

The Dean of Human Resources reviews the list of candidates being forwarded for interview, particularly related to diversity representation. In some cases, the dean may ask the committee to reconsider additional applicants to broaden the pool. All applicants not forwarded for interviews receive a letter advising them of such.

### Interviews

The Dean of Human Resources reviews interview questions prior to the interview date(s) to ensure that they are clear, legal, and directly related to the assignment. Each candidate is also asked to respond to a question related to diversity. Depending on the position, interviews are typically no more than one hour in length and are determined based on the number of questions and whether or not there is any type of demonstration. Interviewees are allowed time to ask questions of the committee or to make final comments. Applicants are generally afforded an appropriate amount of time to review the questions immediately preceding their interview.

After interviews and committee deliberations, the chair forwards the names of finalists, in ranked order, on the form provided. Only those candidates who are being considered for employment are forwarded. Upon approval by the Dean of Human Resources, second interviews are scheduled. All applicants not forwarded as finalists receive a letter advising them of such.

### Second Interviews

Second interviews are conducted by the president (or designee), the respective vice president (or designee), and the designated representative from the committee. These individuals determine which applicant(s), if any, will be recommended for hire. After second interviews, the supervisor forwards those being recommended for employment to the OHR, with the applicants listed in ranked order.

### Reference Checking

Whenever possible, the references for finalists are checked before the second interview takes place and must occur prior to any offer of employment. The president, vice president, or designee conducts the reference checks, using a standard set of questions, which may be augmented at the committee's request. A recommendation for hire occurs after references are checked. Notes on all references are forwarded to the Office of Human Resources and are kept in a confidential location.

### Job Offer and Salary Placement

The job offer is made by the president or vice president or designee; the applicant discusses salary placement with the Office of Human Resources. Salary placement is determined by the Office of Human Resources or the President, using an established set of guidelines. Once notified of the proposed salary, the candidate can accept or decline the offer. The OHR notifies the appropriate committee members of the finalist's decision.

If an offer is declined by the top candidate, an offer of employment may be made to the next most qualified applicant. If no offer is made or if the offer is declined, the position can be re-advertised with a new vacancy announcement and deadline. If an individual hired for a position separates from the college within one year of the hiring process, other finalists may be contacted to assess if they still have interest in the position. In such cases, references would be checked, with the option of an additional interview with the supervisor. The Office of Human Resources retains all applicant materials in a confidential location for four years.

### Final Approval

Upon acceptance of the position, including salary placement and start date, the recommendation to hire is forwarded to the next scheduled Board of Trustees meeting for approval. After Board approval, a contract is issued.

### Orientation

Human Resources personnel ensure that all relevant employment documentation is completed prior to the start of employment. Each employee receives an individual orientation, which includes information on college policies and procedures, the labor agreement, and benefits.

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