

**Napa Valley College
Office of Human Resources**

SALARIED CLASSIFIED/PROFESSIONAL/CONFIDENTIAL RECRUITING/HIRING PROCEDURES

Initiating the Recruitment Process

When salaried vacancies occur, supervisors submit Personnel Action Forms through the respective supervisor requesting that the position be filled. The Office of Human Resources (OHR) maintains the vacancy list, and the President's Cabinet reviews it on a regular basis. The President's Cabinet prioritizes the vacant positions to be filled and authorizes advertisement, taking into consideration institutional and departmental needs, as well as the status of the college budget. Once a position is authorized to be filled, the OHR begins the recruitment process.

Requests for new and/or additional positions are presented by the supervisor to the respective Cabinet member, who makes a recommendation to the President's Cabinet. When new or additional positions are added to an employee unit, the position is added to the vacancy list and prioritized along with all other vacant positions. In the event the new position requires a specialized job description, the Dean of Human Resources develops a job description and factors the position for appropriate classification. If the position is in the classified employee unit, the Classification Review Committee reviews and approves the job description and classification, with subsequent approval by the Board of Trustees, via the Personnel Document.

Vacancy Announcement

The Office of Human Resources works with the respective supervisor to update the vacancy announcement. The announcement includes a brief statement about the position, general college information, a summary of the responsibilities, the minimum qualifications identified in the job description, and the application process and filing deadline.

In the case of classified positions, many of the job descriptions are generic, so responsibilities specific to the job or department are generally included in the announcement to provide applicants as much information about the position as possible. The official job description for the position is also part of the application packet. The supervisor, in collaboration with the Dean of Human Resources, determines if there are desirable qualifications to be listed on 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 by the supervisor and the Dean of Human Resources.

Time Line

Positions are first opened to current classified staff in the same salary range for seven working days. If there are requests for internal transfers, the committee chair, Dean of Human Resources, and a classified representative interview the applicant(s) to ensure the skill set of the employee(s) meet the job requirements. Pursuant to Article 14.1.3.2, when two (2) or more employees have equal merit and ability, the employee with seniority shall be granted the position. If no one applies for a transfer, the job is opened to the public for approximately three weeks.

Advertising/Recruitment

Job openings are normally advertised in the Napa Valley Register, Fairfield Daily Republic, other local newspapers, Monster Jobs, CCC Registry website and mailing list, and specialized sites/publications, as identified by the supervisor. The 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 e-mail jobline@napavalley.edu.

Vacancy announcements are mailed or e-mailed to a list consisting of human resources and EEO departments at bay area and northern California colleges, agencies, and businesses. In addition, an email is sent out campus-wide announcing the opening.

Establishing Hiring Committees

Once the position is opened, a hiring committee is established. Only regular, non-probationary employees who have participated in both phases of the Hiring Committee Training can be considered. 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.

Committees for classified, professional, or confidential positions consist of the following:

- The supervisor (or designee) must serve as the Committee Chair;
- The committee chair chooses a representative in a position comparable to the one being filled. The chair contacts that employee and also gets advance approval from the employee's supervisor, if applicable. The chair notifies the Office of Human Resources of this representative;
- The NVC-ACP president, or designee, assigns one classified union representative;
- The Academic Senate President, or designee, assigns one faculty representative;
- The Coordinator of Student Life assigns a student representative, unless a community representative is suggested by the chair;
- The Dean of Human Resources appoints a trained, non-voting Equal Employment Opportunity (EEO) representative to support and monitor the process.

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. 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. All committee members must participate in a Hiring Committee Training at least once every 24 months. The Office of Human Resources notifies the campus when the trainings are scheduled.

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

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, 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.

At its first meeting, which may occur before the final filing date, the committee chair discusses the goals and challenges of the department and clarifies the minimum and desirable qualifications for the position. This serves as a guide for the committee members as they appraise the application materials. At this meeting, topics for interview questions are determined, as well as any type of performance assessment that will be required. The meeting and interview dates are also determined at the first meeting of the 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 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 performance assessment. 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. All applicants not forwarded as finalists receive a letter advising them of such.

Second Interviews

While not required, second interviews for finalists are recommended and are typically conducted by the supervisor and his/her supervisor. The supervisor notifies the Office of Human Resources when a second interview is being scheduled, and the Dean of Human Resources reviews all interview questions. After second interviews, the supervisor forwards those being recommended for employment to the OHR, with the applicants listed in ranked order.

Reference Checking

References of finalists are checked by the supervisor or Human Resources personnel prior to any offer of employment. Reference-checking may occur prior to the second interview. 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

Once a recommendation for hire is made by the supervisor, the Dean of Human Resources reviews the recommendation and makes a determination on salary placement. The OHR makes the offer of employment. The OHR sends the recommendation for hire to the Board of Trustees for formal approval of employment.

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.

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.