OVERVIEW OF OHLONE’S RECRUITMENT AND HIRING GUIDELINES

Presented to the Board of Trustees
Development of the Guidelines

• The Recruitment and Hiring Guidelines went through a collaborative process over 2 years.

• It provides step-by-step procedures for Recruitment and Hiring.
From Request To Fill – To Job Offer

- Request To Fill
- Review of the Job Description
- Hiring manager Initial Meeting
- Convening the Screening Committee
- Training the Screening Committee
- Advertising
- Screening applications
- Orientation Meeting
- Develop screening tools and interview questions
- Candidate Selection meeting
- Initial interviews
- Final Interviews
- Reference Checking
- Onboarding
- Close out and evaluate the process
Preparing for a Recruitment

• Assign HR representative to handle the process
• HR meets with the Hiring Manager
• Review current job description
• Develop “Ideal Candidate” statement
• Advertising Campaign
• Selection of Screening Committee members
Casting a wide net

• Attraction of qualified candidates is critical
• Keeping all candidates informed throughout
• Close date
Screening Committee

- Must participate in at least 2-hours of EEO training
- An EEO representative is part of the committee
- Refresher training provided at the first meeting of the committee
- Confidentiality
- Conflict of Interest
EEO Representative Responsibilities

• Monitor the hiring process
• Discuss “Conflict of Interest” and recognition of bias
• Ensure full participation of all committee members.
• Serve as committee liaison to the Equal Opportunity Officer (AVP of Human Resources).
• Report allegations of noncompliance to the Equal Opportunity Officer.
• Work with Committee Chair to halt the process if appropriate!
Screening Committee
Orientation and Screening period

ORIENTATION
• Selects Chair
• Presentation by Hiring Manager
• Develop screening “tool”
• Begin to develop interview questions

INDIVIDUAL SCREENING PERIOD
• Responsible for reviewing all eligible applications
Candidate Selection Meeting and Initial Interviews

Candidate Selection meeting
- Review candidate ratings
- Determine the number of qualified candidates to invite to initial interview
- Complete interview questions

Initial Interviews
- Interview candidates
- Rate according to responses
- Select finalists to recommend for final interview
Final Interview Panel

- Supervisor and that person’s supervisor
- Interviews finalists
- Selects ideal candidate
- Reference checking
- Job Offer