



AP 7120 Recruitment and Selection

References: Education Code Section 70901.2, 70901(b)(7) & (d), 87100 et seq., and 87458 Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.A.1
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The District and The Board of Trustees is committed to a policy of nondiscrimination and equal employment opportunity in the recruitment, selection, employment, training, reclassification, promotion, and retention of employees. See BP 3410 titled Nondiscrimination and BP and AP 3420 titled Equal Employment Opportunity (EEO).

The District employs persons for positions classified as Faculty, Classified, Confidential, Supervisors/Managers, and Classified and Educational Administrators as outlined in established hiring guidelines (see below) and in accordance with the District's EEO Plan. Hiring guidelines may be accessed at the [District Human Resources website](#).

- Management, Supervisors, and Confidential
- Classified Employees
- Full-time Faculty
- Vice President
- Superintendent/President

Recruitment

All job announcements are reviewed and approved by Human Resources prior to the commencement of any recruitment. The District posts all job announcements on its website, California Community College Registry, and various other job posting boards. Recruitments will be posted for the duration agreed upon within the specific hiring guidelines unless a different posted open period is selected by Human Resources.

Applications shall be received until the posted application deadline. Application material may consist of a District application, resume, transcripts, certificates and licenses, cover letter, essays or statements, and references. The District reserves the right to extend, suspend or cancel any recruitment.

Search Committee Composition and Screening

Search committees shall be established according to the [hiring guidelines](#) and shall be reviewed by Human Resources for compliance with policies and procedures. Committee membership shall be balanced in its diversity and, to this end, will seek representation inclusive of gender and ethnicity. All search committee members shall receive training in accordance with the District

EEO Plan, regulations, and hiring guidelines. Screening criteria, interview questions and assessments shall be related to the job as described in the posting and be reviewed and approved by Human Resources.

Each recruitment will be evaluated for the presence of adverse impact during the recruitment process. Human Resources will take appropriate action to eliminate or minimize adverse impact where practicable. Job announcements may be extended, and interview pools may be increased if there is adverse impact at either stage of the recruitment process. Each search committee member is responsible for maintaining the confidentiality of all aspects of the search process, including names of applicants, written materials, oral discussions, and any other information that relates to the search process. Such information may be shared only with members of the search or hiring committee, and Human Resources. Confidentiality must be maintained permanently. Failure to maintain confidentiality may result in removal from the search committee/hiring committee or other appropriate sanction. Human Resources shall maintain all supporting documents related to the search until such time as they are purged in accordance with established records retention requirements.

The search process shall consist of interviews using pre-approved questions. Assessments or skills tests and presentations including teaching demonstrations may be incorporated to determine qualifications of applicants as stated in applicable hiring guidelines or as approved by Human Resources. The search committee and hiring committee shall consider only application materials and information gathered from the interviews and results of any approved selection exercise. The search committee shall recommend finalists for employment or second interviews. In the event of second interviews, finalists shall be forwarded unranked.

Reference Checks and offers of employment

Reference checks and offers of employment shall be conducted prior to the selected candidate being offered employment. Reference checks will be conducted in a form and manner approved by Human Resources, and are conducted by the hiring manager or designee, and are subject to Human Resources approval.

Conditions of Employment

Depending on the nature of the position, undergo a pre-employment physical examination to ensure fitness for duty. Present proof of freedom from tuberculosis upon employment and every four years thereafter. Be fingerprinted and cleared prior to start date. Complete District required employment related forms. Submit official transcripts if position requires a degree, employment verification forms and required copies of documents including licensees and certificates.

See Board Policy 7120 Recruitment and Selection