FACULTY INCLUSIVE HIRING TOOLKIT 2021

	Owner	Check	Activity	Activity Description	Est Time	Enter Dates
Committee Formation, Job Announcement & Posting	Human Resources	☐	Notify Deans of Approved Positions	Once Chancellor's Staff has approved the faculty positions for the next fiscal year HR will notify the deans. See Hiring FAQs and timeline.	1 dy	
	Dean	☐	Committee Formation	The dean will form the hiring committee in compliance with the Tenure-Track Hiring Policy and Title 5.	5 dy	
				Establish a diverse and culturally competent hiring committee, include other groups (faculty, staff, and management) and encourage committee to attend cultural competence trainings.		
				The dean will provide HR with the list of committee members and HR will verify training status.		
	Dean	☐	Develop Job Announcement	Schedule a meeting with the hiring committee (see committee agenda), review hiring policy, committee guidelines and identify the committee chair and EEO representative.	5 dy	
				Clearly outline the role of the EEO Representative and encourage participation from someone who is willing to speak up and ensure that no candidate is unlawfully discriminated against. Review the EEO Checklist with the committee.		
				View "Check Your Bias" video and discuss implicit bias and the importance of being fair and impartial.		
				Develop the job announcement, desirable qualifications, "about us"(optional) and sign Confidentiality Agreements.		
				Identify desirable qualifications that do not cause adverse impact or deter applicants from applying. They must include at least one desirable qualification related to diversity, inclusion, and equity that is specific to the position.		
				Provide HR with the names of chair/EEO representative, job announcement, and signed Confidentiality Agreements.		
	Chair	☐	Job Announcement Deadline	Deadline to submit job announcement to Human Resources is **TBD.**		
	Human Resources	☐	Review Job Announcement	HR will review job announcement for inclusive language and compliance and notify the chair if any changes are required.	5 dy	
	Human Resources	☐	Draft Announcement in PeopleAdmin	HR will draft the job announcement in PeopleAdmin and send it to the chair for final review.	2 dy	

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	Chair	☐	Review Job Announcement in PeopleAdmin	Review and approve the job announcement in PeopleAdmin.	2 dy	
				Identify diverse networks to advertise the position (listserves, social media platforms and individual outreach).		
	Human Resources/Committee	☐	Post Announcement & Recruit	Human Resources will post the job announcement. Please refer to the closing date schedule in the timeline.	1 dy	
				Committee serves as recruitment ambassadors. Share the job announcement to create a diverse applicant pool.		
	Owner		**Activity**	**Activity Description**	**Est Time**	
Screen & Select	Committee	☐	Complete Training	All committee members must be current on training before creating hiring material. Managers and EEO representatives must complete the extensive 4 1/2 hour training.	6 weeks; Concurrent with posting period	
				Committee members should complete the training before the job announcement closing date.		
	Chair/Committee	☐	Create Hiring Material	Chair will schedule a meeting with the hiring committee (see committee agenda).	5 dy	
				Committee will collaboratively develop interview questions using the template (Must include diversity), screening criteria and performance test(s) (Optional). See prohibited questions.		
				Incorporate behavioral based and equity minded interview questions that relate to identified core competencies.		
				Chair will submit all hiring material to HR for approval.		
	Human Resources	☐	Review Hiring Material	HR will review all hiring material and may provide recommendations for changes.	2 dy	
	Diversity Office	☐	Certify Applicant Pool	Once the position closes, applicant pool will be reviewed and compared to availability data to ensure it meets diversity standards.	2 dy	
	Human Resources	☐	Notify Deans & Chair to Begin Screening	Once the applicant pool is certified, HR will provide the chair with the demographic data, a pre-screening template, and notification that pre-screening may begin.	1 dy	
	Chair	☐	Pre-Screen	The committee chair, in consultation with at least one representative from the committee selected by the faculty members of the committee, will examine each applicant's materials for completeness and evidence of compliance with the minimum qualifications as	10 dy	

			advertised in the job announcement. (See Complete Application Guide).		
			Be fair, consistent and impartial.		
			Email the completed pre-screen template to Lizeth Sanchez. Applicants who are screened out must be highlighted "Yellow." The spreadsheet **must** provide the names of those conducting the pre-screening and the reason an applicant was screened out in the "Comment" box.		
	Human Resources	☐	Update Workflows in PeopleAdmin	Once the spreadsheet has been received, HR will ensure the hiring committee is current on training, Confidentiality Agreements are on file and that all hiring material has been submitted and approved by Human Resources.	2 dy
				If these conditions are met, HR will update the workflows and notify the chair so that the committee can evaluate the applicants that were not screened out.	
	Chair/Committee	☐	Evaluate Applicants & Identify Interview Candidates	All applicants in the "Evaluate Candidates" workflow will be evaluated in PeopleAdmin. Reference the Chair and Committee User Guides.	5-10 dy
				Screen applications based on the contents of the application materials. Review "How to Assess the Response to the Diversity Minimum Qualification" and "NOCCCD Guide to Making a Hiring Decision." Check your implicit bias.	
				The chair will **ensure all evaluations** are entered in PeopleAdmin.	
				Once all applicants are evaluated in PeopleAdmin, the chair will set up a meeting to discuss evaluations and select interview candidates.	
				Discuss implicit bias when selecting or eliminating interview candidates. Consider interviewing 12 or more candidates. Discuss phone interviews as an option to broaden interview pool.	
				Submit interview candidates to HR for approval.	
	Human Resources /Diversity Office	☐	Review of Interview Candidates	Review interview candidates' demographics to ensure there is no indication of adverse impact.	5 dy
				Review applicants for I9s, criminal convictions, nepotism policy, minimum qualifications and completeness.	

			If HR determines an applicant(s) does not meet the minimum qualifications, the hiring committee will determine if they want to submit the application(s) to the equivalency committee for review.		
			Applicants who do not meet minimum qualifications cannot interview before their application(s) are reviewed by the equivalency committee and determined equivalent.		
			Provide committee chair with the names of applicants that have been cleared to interview and the names of applicants who require equivalency review to advance to an interview.		
Equivalency Committee (Optional)	☐	Equivalency Committee Reviews Application	Dean will provide HR with the name of the faculty member, in the discipline area, that will attend the equivalency meeting to speak on behalf of the application(s). If a faculty member is not provided, a decision will be made based on the content of the application materials.	5-10 dy	
			Equivalency Committee will review application materials and determine if an applicant has equivalent qualifications.		
			HR will notify the chair of the equivalency committee review outcome.		
Chair	☐	Schedule/Conduct 1st Interview	Schedule interviews.	5-10 dy	
			Provide HR with the list of applicants confirmed for first level interviews. HR will then move these applicants to the "1st Interview" workflow. Applicants who declined an interview will be placed in the "Applicant declined interview" workflow and all other applicants will be notified that they were not selected.		
			Interview applicants and evaluate based on responses to the oral interview questions and performance test. Write down information that contributes to your numerical assessments.		
			Check your implicit bias. Review "NOCCCD Guide to Making a Hiring Decision." Identify finalists and submit names to HR for approval.		
Human Resources/Diversity Office	☐	Review Finalists	Review finalist candidates' demographics, and application materials to ensure there's no indication of adverse impact and diversity minimum qualifications are met.	5 dy	
			Notify chair once the applicants have been cleared to proceed or if additional action is required.		
Chair	☐	Schedule Finalist Interviews	Schedule final level interviews and notify finalists that references will be contacted.	3 dy	

Owner			Activity		
			After finalist interviews are confirmed, communicate with 1st level interview candidates who do not advance to second level interviews.		
			The list of confirmed finalists will be provided to Human Resources and applicants will be moved to the "Reference Check" workflow. When applicants are placed in this workflow, an electronic reference is automatically sent out to the references the applicant listed in his/her application.		
President/Provost	☐	Conduct Finalist Interviews	Conduct finalist interviews. Discuss implicit bias when selecting or eliminating candidates from consideration. Reference "NOCCCD Guide to Making a Hiring Decision."	12 dy	
Dean	☐	Hire	You are required to **speak to a current or most recent supervisor** and fill out the supervisor reference form. All references must be completed before making a conditional offer of employment. Check you implicit bias.	2-5 dy	
			Contact the selected applicant and make a contingent offer of employment. Provide applicant with the Initial Salary Placement document to assist with questions or have them contact Human Resources.		
			Once the finalist accepts the offer of employment, verbally notify the finalists who were not selected.		
			Notify HR so that workflows can be updated in PeopleAdmin.		
Dean	☐	Recommendation for Employment of Certificated Personnel	A Recommendation for Employment of Certificated Personnel must be complete and routed for approval along with the employment application, references and forwarded to Human Resources.	5 dy	
			All hiring material must be submitted to HR.		
Human Resources	☐	Board Agenda	The finalist will be placed on the Board Agenda for Approval.	Varies	
Human Resources			Contact employee to discuss initial salary placement and request employment verification.	60 dy	

		☐	Employee Processing	Schedule a processing appointment to complete new hire forms and complete a background check.		
				Notify the department once the employee has been processed.		

ONBOARDING 6-12 Months