

CLASSIFIED INCLUSIVE HIRING TOOLKIT 2021

	Owner	Check	Activity	Activity Description	Est Time (Business Days)	Enter Dates
Post and Recruit	Hiring Manager/ Human Resources	<input type="checkbox"/>	Initiate Request to Advertise	Complete Request to Advertise form . Route to obtain required approvals, and submit to Human Resources. Human Resources will forward to Chancellor's Staff for review/approval.	7 dy	Enter Today's Date:
	Human Resources/ Hiring Manager	<input type="checkbox"/>	Lateral Process	Initiate lateral process and notify Hiring Manager. If there are no lateral applicants, move to Draft Job Announcement. If there are lateral applicants, Hiring Manager interviews employee(s); if hired, proceed to complete Personnel Change Form . No further recruitment steps needed. If no hire made from lateral interviews, move to Draft Job Announcement.	10 dy	
	Human Resources	<input type="checkbox"/>	Draft Job Announcement	Draft Job Announcement in PeopleAdmin. Send to Hiring Manager for review.	2 dy	
	Human Resources/ Hiring Manager	<input type="checkbox"/>	Establishing the Search Committee*	Establish a diverse and culturally competent search committee in compliance with Classified Hiring Policy and Title 5 . Human Resources will confirm number of search committee members with Hiring Manager (3 or 5 member committee). Obtain list of additional member(s) and verify training status. Hiring Manager will provide Human Resources with Hiring timeline (this document) with estimated search committee dates. Human Resources will provide timeline to CSEA and request appointment(s) (either 1 or 2 CSEA appointments). If a 3 member search committee, 1 CSEA appointment needed; if a 5 member search committee, 2 CSEA appointments needed.	*No additional time allotted; will occur concurrent with posting period	
	Hiring Manager	<input type="checkbox"/>	Review Job Announcement	Review job announcement and create desirable qualifications that do not cause adverse impact or deter applicants from applying. Must include at least one desirable qualification related to diversity, equity, inclusion and anti-racism (DEIA) that is specific to the position. Create " about us " for your department (optional). Submit to Human Resources for approval.	2 dy	

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Post and Recruit	Human Resources/ Hiring Manager	<input type="checkbox"/>	Post Job Announcement & Recruit	<p>Review and/or revise desirable qualifications. Examine DEIA. If revisions, return to Hiring Manager; or proceed to post job.</p> <p>Post Job Announcement (minimum 10 business days per AP 7120-3 Classified Employee Hiring).</p> <p>Hiring Manager and Human Resources share the job posting to create a diverse pool of applicants. Consider inclusive strategies.</p>	12 dy	
	Human Resources/ Hiring Manager	<input type="checkbox"/>	Finalizing the Search Committee*	<p>Notify committee chair of CSEA appointment(s) and training status.</p> <p>Ensure all committee members have completed EEO/Hiring and PeopleAdmin training before first committee meeting. Managers must complete extended 4.5 hours EEO training.</p> <p>Hiring Manager will schedule 1st Search Committee Meeting .</p>	*No additional time allotted; will occur concurrent with posting period	
	Human Resources	<input type="checkbox"/>	Human Resources Pre-Screen	Job Announcement closes in PeopleAdmin. Human Resources pre-screens applicants for complete applications and nepotism.	3 dy	
	Search Committee/ EEO Representative	<input type="checkbox"/>	Search Committee Meeting # 1: Create Hiring Material	<p>Search Committee will conduct first meeting. Clearly outline the role of the EEO rep (Hiring Manager) and each committee member. View "What the Research Says about Bias" video and "Check Your Bias". Check your implicit bias and the importance of being fair and impartial.</p> <p>To maintain equity of the search, remind committee to take notes throughout the hiring process; retain all notes for submission to Human Resources.</p> <p>Collectively create hiring material (writing tests/presentation, interview questions, interview rubric, screening criteria); (see prohibited questions). Determine how committee will evaluate. Review "How to assess the Response to the Diversity Minimum Qualification".</p>	*No additional time allotted; occurs concurrent with posting/screening period	

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Screen and Select	Search Committee/ EEO Representative	<input type="checkbox"/>	Search Committee Meeting # 1: Create Hiring Material	Sign confidentiality agreements and submit all hiring material to Human Resources for review.		
	Human Resources/ Hiring Manager	<input type="checkbox"/>	Review Hiring Material	Review/revise and approve submitted hiring materials. Consider DEIA . Notify Hiring Manager with feedback/once approved. Human Resources will notify Hiring Manager when the committee may begin evaluations. Hiring Manager will notify committee to begin.	2 dy	
	Search Committee	<input type="checkbox"/>	Evaluate Applicants	Evaluate applications based on approved screening criteria. Check your implicit bias . Be fair, consistent, and impartial. Refer to " How to assess the Response to the Diversity Minimum Qualification ."	10 dy	
	Search Committee/ Human Resources	<input type="checkbox"/>	Search Committee Meeting # 2: Select Interview Candidates	2nd Search Committee Meeting . Check your implicit bias when selecting or eliminating interview candidates. Discuss applicant's evaluations and identify interview candidates. Consider the funnel method (identify more candidates than less). Discuss phone interviews as an option to broaden interview pool. Submit list of interview candidates and alternates to Human Resources for final approval. Do not contact until cleared by Human Resources.	3 dy	
	Human Resources	<input type="checkbox"/>	Verify Work Experience	Verify work experience of selected interview candidates, and inform Hiring Manager of any discrepancies. Clear interview list. Update workflows for interview candidates, as well as the remaining applicants not selected. This will prompt a "not selected" email to applicants.	3 dy	
	Search Committee	<input type="checkbox"/>	Conduct 1 st Interviews	Refer to reminders for Search Committee Chair . Schedule and conduct first interviews. Evaluate based on their responses (e.g. "listen for") to the oral interview questions and performance test. Refer to " How to assess the Response to the Diversity Minimum Qualification ". Check your implicit bias . Identify finalist(s).	10 dy	

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Offer and Accept	Hiring Manager/ Human Resources	<input type="checkbox"/>	Select Finalist(s) & Update workflows	<p>Hiring Manager will provide name of finalist(s) to Human Resources. Notify applicants not advancing.</p> <p>Notify Human Resources of any candidates that declined or did not show up to a scheduled interview.</p> <p>Human Resources will update workflows for first interview candidates that are not advancing and declined/didn't show. This will prompt a "not selected" email.</p> <p>Optional: conduct second level interviews.</p> <p>Provide finalist's name to Human Resources.</p>	2 dy	
	Human Resources	<input type="checkbox"/>	Verify Education & Initiate Electronic References	<p>From finalist, request reference information, any additional documents, and response to the criminal conviction question through PeopleAdmin.</p> <p>Once provided, verify education (if applicable) and criminal convictions. Notify Hiring Manager of any discrepancies.</p> <p>Initiate electronic references. Clear finalist to hire and notify Hiring Manager.</p>	5 dy	
	Hiring Manager	<input type="checkbox"/>	Complete References & Offer of Employment	<p>Review completed electronic references.</p> <p>Complete verbal reference form with finalist to hire's current Supervisor; submit to Human Resources.</p> <p>Once references are completed, extend contingent offer of employment. If applicable, notify candidates not selected.</p>	2 dy	
	Hiring Manager	<input type="checkbox"/>	Submit Personnel Change Form & Hiring Material	<p>Complete Personnel Change Form and obtain appropriate signatures; submit to Human Resources for processing.</p> <p>Collect and submit all hiring material from the recruitment to Human Resources. Hiring material includes all of the following: Interview Questions, Interview Evaluation Forms, paper references and any other materials you may have used during the recruitment process.</p>	3 dy	

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	Human Resources/ Board of Trustees	<input type="checkbox"/>	Onboarding/ Board Approval	<p>Once Human Resources Specialists receive the PCF, they will determine salary placement based on experience, and will contact new hire to schedule processing appointment. New Hire will be placed on upcoming Board Agenda.</p> <hr/> <p>New hire cannot start until after Board approval. Human Resources Specialists will process new hire in collaboration with Hiring Manager. Onboarding Begins!</p>	10 dy	Next Board Agenda Date:

Position Title: _____ First Possible Start Date: _____

Use this toolkit to establish a timeline for your recruitment. To begin, enter today's date on first step of the process and add estimated days to calculate subsequent dates. For the last date, review [Board Agenda dates](#) to determine first available start date.