

TITLE RECRUITMENT AND SELECTION

Approval: _____
Executive Director

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dept: HR
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This policy outlines the procedure to be used by ASC in the recruitment, screening, interview, and selection of qualified individuals for open positions. This policy applies to the recruitment and selection process of all non-student ASC open positions. This policy will ensure that ASC is an Equal Opportunity Employer and in compliance with the Affirmative Action Plan program.

I. Policy:

1. ASC will post an announcement for all positions for a minimum of three (3) days.
2. Announcements for recruitment will be posted at the ASC's web site, CSUF career center website, employment development department (EDD), outreach sites and other locations as appropriate.
3. For open positions, ASC recruitment may be filled by internal applicants or it may be extended to other CSU systems, general advertising to include publications, newspaper, electronic media and other sources as appropriate (local, state, and national).
4. Consideration will be given to all internal applicants who apply for an open position with essential qualifications to perform the required job duties (see promotion/transfer policy).
5. California State University employees will not *typically* be employed by ASC concurrent with their University appointment. In the event that concurrent employment with the University occurs, ASC will follow the CSU Additional Employment Policy.
6. Recruitment will not be required for Grant or Contract positions in which an individual was specifically named in the agreement or the grant was created for that individual(s).
7. Recruitment may not be required to replace an individual for which recruitment was completed in the previous six (6) months for the exact same position, if a qualified applicant was previously identified and is willing to accept the position.
8. Recruitment may not be required to fill an open position where consideration is being given to an individual that is on lay-off status provided the individual has the minimum qualifications required for the position.
9. Non-supervisory/managerial positions may be selected for a promotion without posting the position only if it is in a normal progression of the individual; provided that the individual has met the minimum qualifications (see promotion/transfer policy).

II. Procedure:

1. When an open position occurs, the appropriate hiring manager/supervisor will complete a job description. The human resources representative will not post the position announcement without a job description.
 - a) Information to be included on the position announcement includes the following:
 - Position Title
 - Department
 - Manager/Supervisor Information
 - Employment Classification (full-time/part-time etc.)
 - FLSA Status: exempt or non-exempt (salary/hourly)
 - Salary Range
 - Position Summary
 - Position duties; minimum and/or preferred qualifications
 - Required education, experience and to include any special licenses certifications
 - Position site location if different from the immediate campus area
 - The length of time available to apply for the position; where and how to apply
 - Summary of Benefits (if applicable)
 - ASC's statement on Equal Employment Opportunity/Affirmative Action Plan.
 - b) Job opportunities with the ASC will be posted as position announcements for a minimum of three (3) days.
 - c) All applicants must follow the application procedure as stated on the position announcement to be considered for the position. Resumes are optional.
 - d) All employment applications/resumes received will be recorded based on the date received.
 - e) All applications/resumes received will be screened by the human resources department. Only qualified applications/resumes will be given to the hiring supervisor/manager department for the selection of applicants for the interview.

III. Screening:

1. The preliminary screening of applicants will be performed by the human resources department.
2. Employment applications/resumes will be reviewed; qualifications of each applicant will be determined according to the minimum requirements, experience and education as stated on the position announcement.
3. A search committee is required for all full-time supervisory/managerial positions. The committee must be composed of at least three (3) individuals with one of those individuals

being the coordinator of procedures with the human resources representative and ensure the interviews are conducted timely.

4. The search committee may be composed of executive/management staff, individuals working in a higher position and/or an individual working in a position of a level below or equal to the position being recruited.
5. In some circumstances it may be desirable to have a community representative or a member from another CSU system or other professional outside of the ASC on the search committee when the input from such individual would be relevant and valuable to the selection process.
6. Applicants selected for consideration for interview may be asked to submit additional written information as appropriate to determine specific related requirements or skills.
7. An explanation or reason shall be given for all applications rejected. The human resources representative is responsible to record the disposition codes, and to track when the applicant fell out of the process (i.e. initial review, phone interview etc.). This is required to be in full compliance with ASC's Affirmative Action Plan program.

IV. Interview:

1. Interviews for full-time non-supervisory/managerial positions may be conducted by the hiring supervisor/manager, director of the department, staff and/or human resources representative. A search committee is not required for these positions however; interviews must be conducted by at least two (2) individuals.
2. A search committee is required for the interview and selection of full-time supervisory/managerial positions. The final selection may be the executive director, associate executive director, human resources representative and/or hiring department head.
3. A minimum of three (3) applicants should be interviewed for each position where three qualified applicants can be identified. If three (3) qualified applicants are not identified, one or two qualified applicant/s should be acceptable.
4. Before the interview process begins, the committee shall review the job description, the minimum requirements for the position, responsibilities of the position, clarify questions that may be asked and review the standard/criteria that will be used to select the individual for the position.
5. The interview process will be a person-to-person interaction with an applicant to obtain information and assess the knowledge, skills, experience and qualifications of the applicants.

V. Selection:

1. Selection of a candidate to fill an open position will be based on the decision of the hiring supervisor/manager, search committee and/or a human resources representative.

2. Consideration will be given to the qualifications, knowledge, experience and skills of the candidate to meet the needs of the department. References, verification of degrees, certificates, credentials or any other information presented with the resume, application or in the interview will also be verified by the human resources department.
3. After interviewing the candidates, the committee and the hiring supervisor/manager will assess the overall interview presentation of each candidate, rate the candidates, and make a recommendation for selection; give reasons and justifications as to why the candidate was recommended for selection.
4. The rating of each candidate will be completed on an Interview Evaluation form. Each candidate should be evaluated individually by each member on the interviewing committee making a recommendation for selection and providing a justification or explanation as to why other candidates were not recommended.
5. Verbal offers of employment will be followed-up by the human resources representative with written notification (an offer letter) stating the verbal offer, an explanation of the benefits and any condition and/or terms of the employment.
6. The human resources representative will review the recruitment documentation used in making the selection to ensure that the selection was based on the qualifications of the candidate.
7. The human resources representative will send notification letters to candidates not selected within seven (7) days after the final selection is made.

VI. Retention of Records:

Records of applications and paperwork of applicants interviewed will be retained by the human resources department for three (3) years.