

INSTRUCTIONS AND GUIDELINES FOR CLASSIFIED INTERVIEWING COMMITTEES

Revised July 2015

INTRODUCTION

Thank you for agreeing to serve as a member of the interview committee. You were invited because you have a stake in who is selected for this opportunity. We know that you will take your role as part of the interview committee seriously and that you have made a commitment to interview the candidates in order to recommend finalists to the hiring supervisor. It is mandatory that all interview committee members be present for all scheduled interviews.

MISSION STATEMENT

As a public community college dedicated to the success of each student...

Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.

OUR CORE PRINCIPLES

Santa Barbara City College encourages and supports instructional improvement and innovation that increases the quality and effectiveness of its programs based upon these core principles:

- *Policies, practices, and programs that are student-centered;*
- *Shared governance involving all segments of the college community;*
- *An environment that is psychologically and physically supportive of teaching and student learning;*
- *A free exchange of ideas in a community of learners that embraces the full spectrum of human diversity; and*
- *A commitment to excellence in all college endeavors.*

OUR CHARTER

Serving as the foundation for Santa Barbara City College's mission and core principles is a commitment to honoring the spirit and intent of the foundational framework of the California Community Colleges as described in California Education Code §66010.4:

Primary Mission: Academic and vocational instruction at the lower division level; advancement of California's economic growth and global competitiveness through education, training, and services.

Essential and Important Functions: Remedial instruction, ESL, adult noncredit instruction (in areas defined as being in the state's interest), and student support services.

Authorized Function: Community services courses.

Reference: ACCJC Accreditation Standard I

TITLE 5 REGULATIONS: EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Santa Barbara Community College District is to provide an educational and employment environment in which no person shall be denied full and equal access to, the benefits of, or be subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, pregnancy, military and veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

The Santa Barbara Community College District supports Equal Employment Opportunity for all employees and qualified applicants for employment. Positive action will be taken by the administration to ensure the implementation of this policy and to overcome any forms of exclusion or discrimination, whether purposeful or inadvertent.

CONFIDENTIALITY GUIDELINES

Applications for District employment are to be considered confidential material. Authorized access to and use of applications is restricted to selection committee members and certain college administrators and Human Resources staff. Applicants who ask are entitled to see their application during interviews. Applications are not returned to the applicant. Committee members shall not reveal the names of the persons that have applied for employment with the District nor reveal any applicant's rating within the pool of applicants. Deliberations are kept confidential in the committee.

The proper handling of this matter of confidentiality is of utmost importance in safeguarding the rights of applicants who are entitled to confidential treatment. **Caution:** Any application material printed by any member of the selection committee must be given the same protection to ensure confidentiality that was given to paper application and screening. All printed application material must be shredded. Consult with Human Resources. Any concerns regarding the qualifications or adverse information regarding a specific candidate should be addressed directly to the committee chairperson, or the Vice President, Human Resources.

CONFIDENTIALITY

- Confidentiality is the foundation of a credible interview committee and trustworthy screening process. The importance of maintaining strict confidentiality through the process cannot be overemphasized. A breach of confidentiality threatens a successful outcome.

OBJECTIVITY

- If you are unable to serve as a neutral and objective member of the committee due to a conflict of interest situation or due to personal reasons, please step down from the committee before any interviews are conducted, no questions asked.

COMMUNICATION

- The Committee members and the Hiring Supervisor(s) should not have communications with potential candidates about the position or the process. If the candidate has questions about the recruitment process or position, please have them contact Human Resources.
- If you discover a candidate about whom you have a personal knowledge or with whom you worked, please do not share this information with the other committee members. Extraneous information shared during the recruitment process is not relevant to the process, and can cause the recruitment process to be cancelled. Please examine only the application and attachments submitted by the candidate in order to give all candidates a fair review and objective consideration during the interview process.

GUIDELINES AND BEST PRACTICES:

1. Committee Formation

- Don't participate if:
 - Relative by blood, marriage, adoption
 - Provided recommendation reference for an applicant (there are some rare exceptions)
 - Can't fairly and objectively evaluate candidates
 - Can't give full attention/attend all meetings

2. Committee Processes

- Best practices:
 - Neutrality
 - Objectivity
 - Meaningful consideration of sensitivity to diversity
 - Job-related criteria only
 - All committee members have a responsibility to monitor committee processes
 -
- Asking appropriate questions:
 - No questions-direct or indirect-about protected status
 - Job related questions only, personal interest questions not relevant
 - Should include a meaningful consideration of "sensitivity to diversity"
 - Types of questions to use:
 - Direct questions
 - Open-ended questions
 - Hypothetical questions
 - Repetition/feedback questions

3. Committee Etiquette

- To each of the candidates, the committee members are representatives of the college. As such, your professional conduct is important and expected throughout this process.
- No electronic gear, cell phones, texting, twittering during interviews
- Do not eat in front of candidates
- Do not attend to other work during candidate interviews
- Remember significance of the process—you are involved in making one of the most important decisions on behalf of the college—the selection of new colleagues cannot be over-emphasized!

A "TYPICAL" INTERVIEW

In order to guarantee each applicant an equally fair interview, there is a general pattern that should be followed to lower the probability of major discrepancies between interviews. The following is a brief description of a "typical" interview:

1. Chairperson sets climate by introducing applicant to the committee.
2. Committee members question applicant and solicit information regarding job qualifications.
3. Committee members individually identify applicant's strengths or weaknesses and may ask clarifying questions.
4. Applicant is given full opportunity to respond to clarifying questions asked by committee member(s).
5. Applicant is asked if there is anything he/she would like to add or questions to ask.
6. Chairperson closes interview and explains next steps in the process.
7. After interview, members discuss applicant's qualifications as they are related to the job.
8. Members evaluate applicant individually according to factors on rating sheet.
9. Members enter written comments regarding applicant's qualifications on rating sheet.

THE COMMITTEE GOAL

- The role of the committee is to select, if possible, 3 candidates to advance in the process for a final interview with the hiring supervisor. The names of the 3 candidates are to be forwarded, unranked, to HR.
- Based on the results of your interviews, if it is appropriate to recommend additional finalists or fewer finalists, please provide these names to HR. We cannot accept “alternate candidates” as part of this process.
- Our excellence is fostered in large measure by the caliber of our faculty, staff, and administrators. Our President urges hiring committees not to compromise. If there are not suitable candidates to advance to a final interview, this is not regarded as a poor reflection on the committee.

SELECT A COMMITTEE CHAIR

The chair is responsible for:

- Greeting candidates
- Escorting candidates to and from interviews
- Giving the candidate the HR business card and informing them when they are to call HR to learn their status following the preliminary interview
- Informing the candidates when the final interviews will be conducted
- Making sure interviews stay on time schedule
- Collecting all interview materials and returning these materials to HR with final interview recommendations

PLEASE SIGN THE DOCUMENT REMINDING YOU ABOUT TITLE 5 REGULATIONS RELATED TO EQUAL EMPLOYMENT OPPORTUNITY AND CONFIDENTIALITY GUIDELINES, AND SUBMIT THAT SIGNED FORM TO ME BEFORE I LEAVE

REVIEW THE PACKET OF MATERIAL WHICH INCLUDES:

- Interview schedule
- Preliminary level interview questions. These questions have been prepared by the hiring supervisor, then reviewed and approved by Human Resources. Committee members are to decide who will ask which questions and each candidate should be asked the same job-related questions. Follow-up questions are generally limited to clarification or expansion of something she/he said. No leading or improper questions should be asked. Once interviews begin, the questions cannot be altered. Each candidate needs to be asked the same set of questions.
- Rating sheet for each applicant – make job related notes only. If a complaint is made about the process, all of these documents are considered “discoverable,” and can be requested by the complaining party or their representative.
- Job announcement - for your reference

PERMANENT EMPLOYEE PREFERENCE

All persons involved in the screening, interviewing and selection process are instructed to give preference to permanent classified service employees of the District, provided that education, experience, knowledge, and abilities of such employees are equally weighted to those of non-District applicants.

CONVICTIONS

If the candidate indicated they have a conviction in their background, this is an issue which will be resolved by HR, and only by HR, if that individual is selected for the position. It is not appropriate for the committee to discuss this with the applicant, nor to consider this as a factor when discussing the candidacy of the applicant(s).

PLEASE TURN OFF ALL ELECTRONICS