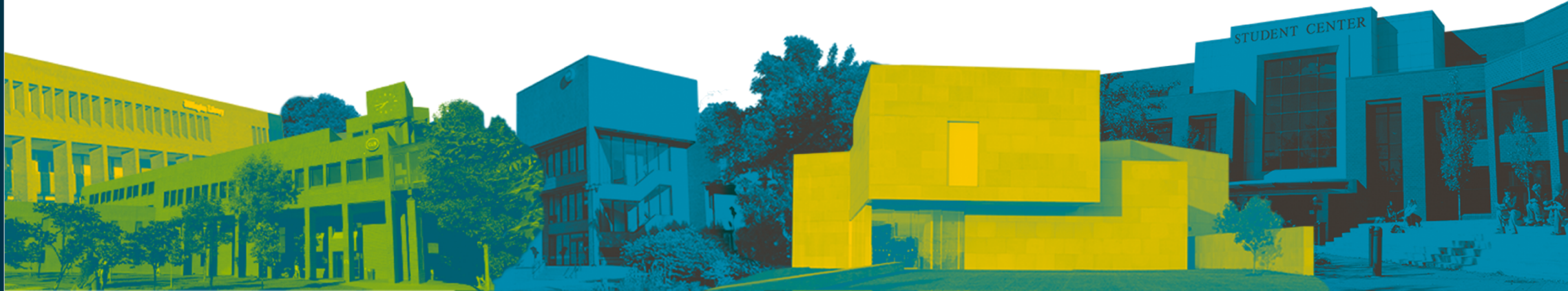


Search Committee Training

Human Resources, Employment Services



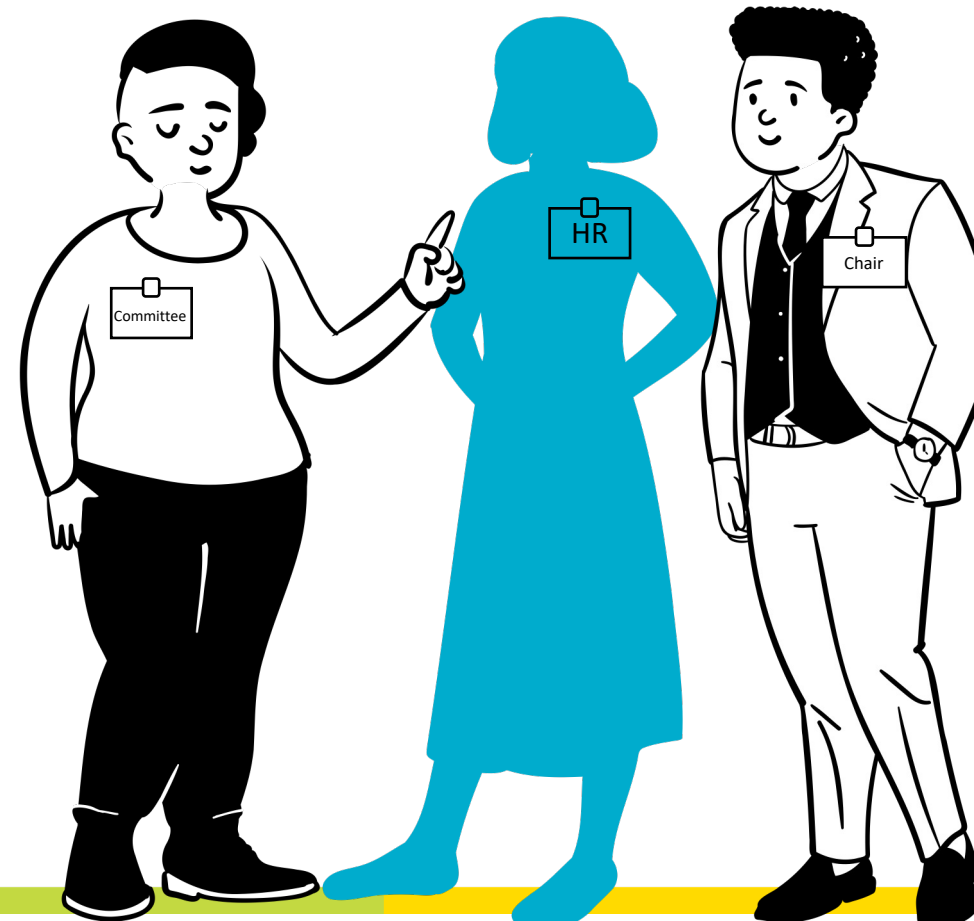
Objectives

- Understand difference between Hiring Committee, Chair and HR responsibilities
- Select inclusive and conflict-free committee
- Learn methods for legally and ethically guiding candidates through the application process
- Know how to wrap up selection committee



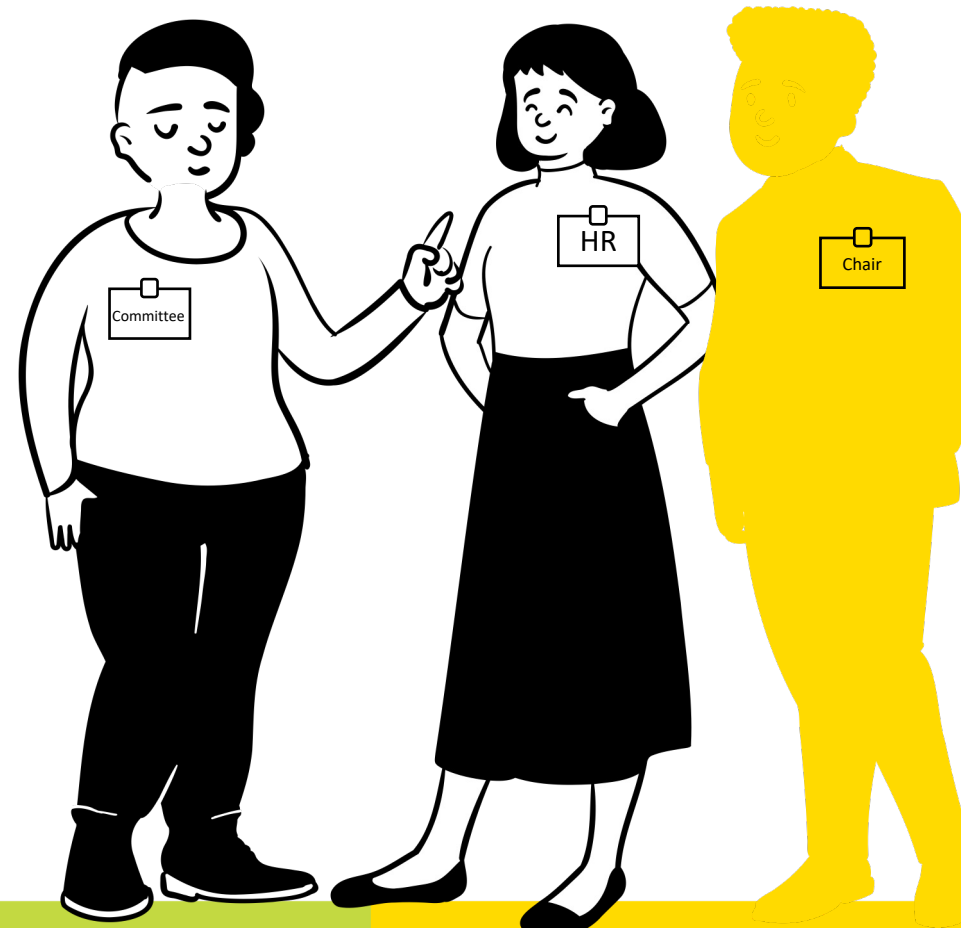
HR's Role

- Assist Staff and Faculty in search process
- Answer questions
- Help find better recruitment options
- Ensure that process is equitable



Search Committee Chair Role

- Reviews position description
- Selects Search Committee
- Establishes timeline
- Provides matrix and interview questions
- Actively recruits for position
- Schedules interviews
- Has final decision on who will be hired
 - (if hiring manager)



Search Committees Responsibilities

- Evaluates candidates to interview
- Offers guidance and feedback on candidates to Chair
- Serve as first impression of JCCC
- Promotes JCCC mission and values
- Maintains confidentiality
- Aware of conflicts of interest



What's a Conflict of Interest?

- When a committee member is unable to be impartial
- Could include friends, relatives, old coworkers

How do I avoid Col?

- Disclose conflict of interest immediately
- Excuse yourself from the committee if necessary
- Do not serve as a reference if you are on the committee



Search Committee Selection

- 2 people minimum
- Most committees have 3-6 committee members
- Executive positions have 7+ committee members
- Should mirror diversity when possible, including



DIFFERENT
PERSPECTIVES



DIFFERENT
DISCIPLINE/LEVEL
THAN POSITION



UNDERREPRESENTED
GROUPS



POTENTIAL
COWORKERS



Why a Diverse Committee?



Search Committee Preparation



IDENTIFY
SELECTION
CRITERIA



DETERMINE
CANDIDATE
EVALUATION



DISCUSS
INTERVIEW
QUESTIONS



DETERMINE
INTERVIEW
FORMAT



SET A CLEAR
TIMELINE



2 weeks

Job Description & Requirements

Review and update description prior to posting.

Job highlights

Identified by Google from the original job post

Qualifications

- Required Qualifications: Bachelor's degree and 12 months of professional experience in the field of Athletics working in the advertising, promotions, public relations, communications, journalism...
- Candidates must be organized and have ability to prioritize time-sensitive tasks
- They must have extraordinary focus on customer service
- Unofficial transcripts are required for all Adjunct faculty and Faculty positions

Responsibilities

- This position will focus on increasing attendance and engagement while continually improving the overall fan experience, within the guidelines, rules and regulations of JCCC, the KJCCC, and the NJCAA
- Responsible for all student/community engagement and promotional efforts, with JCCC Student Activity leadership to develop strategies and goals
- 9 more items

Benefits

Outline departmental needs from position.

"Required" section should only have education/experience candidate must have.

Being too explicit could exclude minority candidates including women.

Required & Preferred Qualifications

Position Qualifications and/or Education

Minimum Qualifications and/or Education

- Bachelor's degree in website design, communications, marketing or a related field.
- Five (5) years of professional experience in web content, web design, or marketing-specific role.

Preferred Qualifications and/or Education

- Master's degree and Seven (7) years of related work experience.
- Higher education marketing.

Bachelors degree in Computer Science, Information Systems, or related field

Minimum two years experience working as a front-end web developer

HTML, CSS, JavaScript

CSS concepts including flexbox, grid, and box model, responsive design, and media queries

Computer science fundamentals including object oriented programming, the software development life cycle, abstraction, common algorithms and data structures, model-view-controller and other design patterns

Web server fundamentals including how the web works, HTTP, and the client/server relationship

Version control fundamentals

API and database fundamentals, REST, SQL, MySQL/MariaDB, Oracle

Linux shell, Windows command-line, or macOS terminal

Adobe Photoshop

Experience with a content management system

Knowledge of Web Content Accessibility Guidelines (WCAG)

Excellent written and verbal communication skills

Strong organizational skills

Demonstrated ability to work under minimal supervision and make independent decisions



Example Matrix

Hiring Matrix for Application & Interviewing Selection

Instructions: Use this rubric to identify applicants for interview. All applicants received must be reviewed on this matrix. The committee can decide to complete one or individual matrix's. All criteria used must be based of the job posting or job description functions. This Matrix will be required to be turned in prior to initiating interviews. Please customize criteria section to fit your need. Contact HR Generalist for assistance.

| | |
|------------------|--------------------------|
| Position Title: | Administrative Assistant |
| Position Number: | PT0001 |
| Department: | HR |

Rating Key:
 5= Exceeds Criteria
 4= Very Good Criteria
 3= Meets Criteria
 2= Fair Criteria
 1= No Evidence of Criteria

| Rate on a scale of 1 through 5 (with 1 as the lowest and 5 as the highest) | | | | | | | | | | |
|----------------------------------------------------------------------------|----------------------------------------|-------------------------------|----------------------------------------------------|---------------------------------------------|-----------------------------------------------------------|-----------------------------|--------------------------------|-------|--------------------------|-----------------------------------------------------------------------------|
| Applicant | Required Knowledge, Skills & Abilities | | | | | Preferred Requirements | | Total | Recommend for interview? | Notes and Comments |
| | High school diploma or equivalent | Two years of customer service | One year of secretarial or related work experience | Error free application/ Attention to detail | Strong organizational, planning and prioritization skills | Associates degree or higher | Experience working with Banner | | | |
| Sam Willy | 1.00 | 4.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 32.50 | Yes | Strong application Has preferred criteria (Masters and Banner experience) |
| Betty Beck | 1.00 | 5.00 | 5.00 | 5.00 | 4.00 | 3.00 | 1.00 | 25.00 | Yes | Has preferred criteria (Associates and Banner experience) |
| Ele Ignacio | 1.00 | 4.00 | 3.00 | 2.00 | 3.00 | 4.00 | 1.00 | 19.25 | Maybe | Resume was not in order of dates listed on application, has some experience |
| Michael Scott | 1.00 | 5.00 | 5.00 | 5.00 | 5.00 | 4.00 | 5.00 | 32.25 | No | Has the experience and higher education, but seems to be a job hopper |
| Nelly Arzola | 1.00 | 1.00 | 1.00 | 3.00 | 1.00 | 3.00 | 1.00 | 12.00 | No | Resume had grammatical errors |
| John King | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 7.50 | No | Some office experience, listed "see resume" application incomplete |
| Don Benicio | 1.00 | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 | 1.00 | 9.75 | No | Listed incorrect position and company on cover letter |
| Zuko Mark | 1.00 | 4.00 | 5.00 | 5.00 | 4.00 | 5.00 | 5.00 | 31.50 | Yes | Has preferred criteria (Masters and Banner experience) |

Unconscious Bias

- Unconscious biases are considered prejudice or stereotypes that can be in favor or against an individual or group outside their own conscious awareness.
- Unconscious biases could impact the College's goal for recruiting and hiring the most qualified candidate(s).
- Types of Bias
 - Institutional Bias
 - Implicit Bias
 - Explicit Bias



Self- Awareness

- Caution when looking for the "right fit for the team."
- Biases in the screening process that could inadvertently disqualify qualified applicants that have non-traditional career paths, non-traditional research interests or other minority-serving institutions.
- Recognize that different paths and experiences can make positive contributions to a candidate's qualifications.
- Common biases that have disqualified candidates include their name, address, and/or education. – Do not make assumptions



Before the interview

- Decide the type of interview
- Book a space free from sensory triggers
- Discuss providing the interview questions beforehand or having a presentation provided by candidates



How do we ensure our process is fair and equitable?

- Be mindful of assumptions
- Avoid biased language
- Provide all applicants same, thorough information of interview process
- Ensure that all questions are job-focused
- Uphold consistent criteria for all candidates
- Avoid cybervetting



Contact With Candidates



ACCOMMODATIONS
ARE NEEDED



CONTACT BY
PHONE OR EMAIL



CONFIRMATION VIA
EMAIL



IF AN APPLICANT
CONTACTS YOU,
FORWARD TO HR



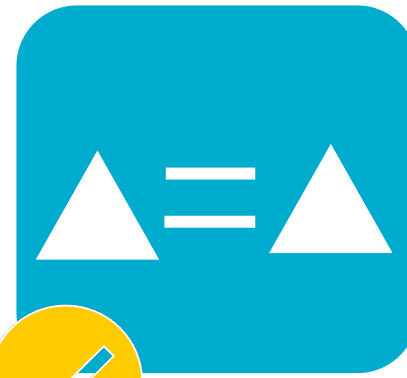
Great Interview Questions



Relate to job functions, work experiences, and/or professional accomplishments.



Interviews are structured and questions are behavioral



Same for everyone



Follow up questions used to clarify work history and experience.

Bad Interview Questions

How old are

Why were you in maternity were you in contact with that Jewish?

How do you live?

Where do you live?

Is English your first language?

Are you married?

What are your children?

Where do you live?

How long have you been working?

Why won't you make eye contact?

Have you ever been arrested?

When are you planning to retire?

How do you do for Christmas?

What gender do you identify yourself as?

Were you ever called to active duty?

I noticed you walk with a limp.

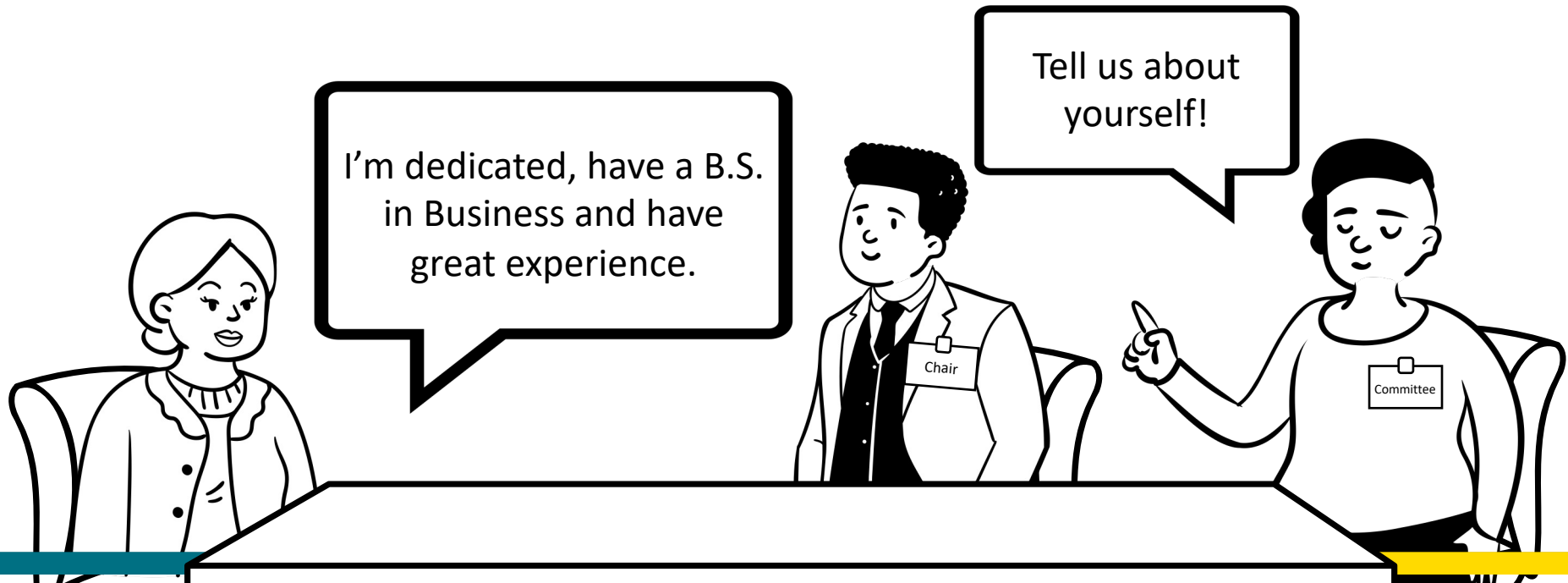
Are personal

Probe for Answers

Involve protected class info

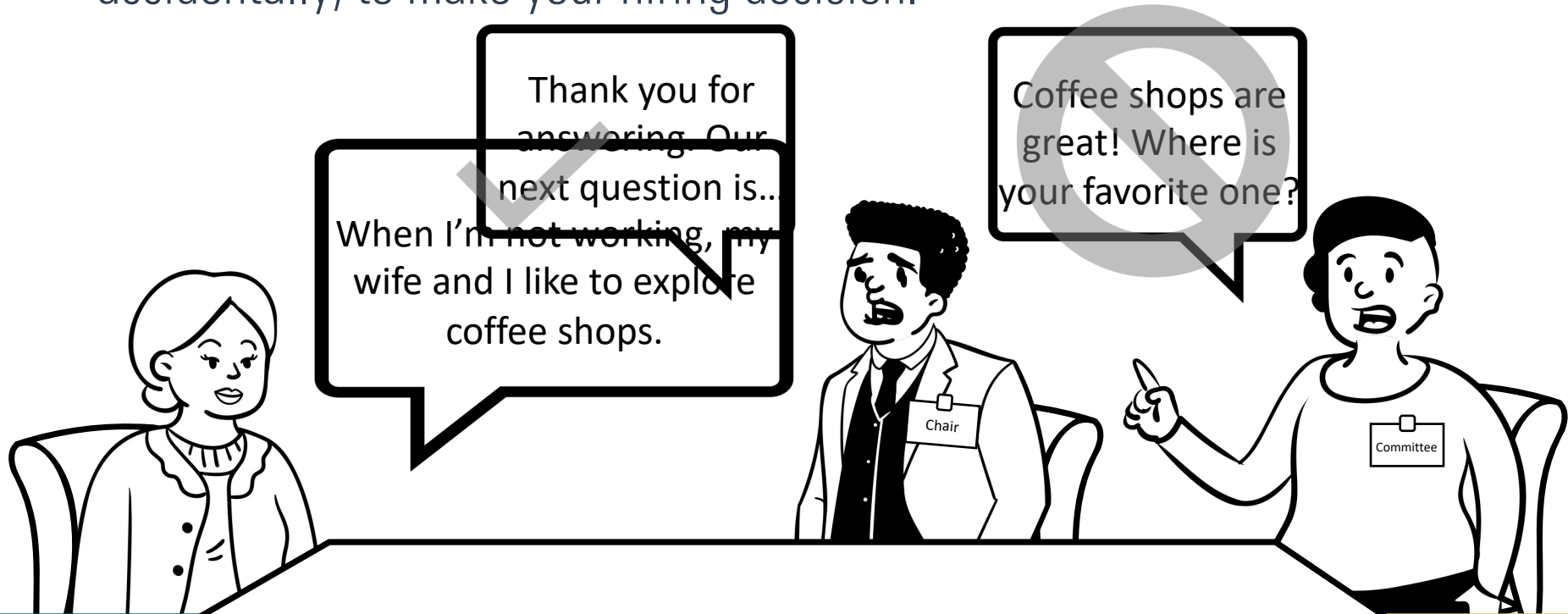
Are not job or qualification focused

Handling Accidental Answers & Situations

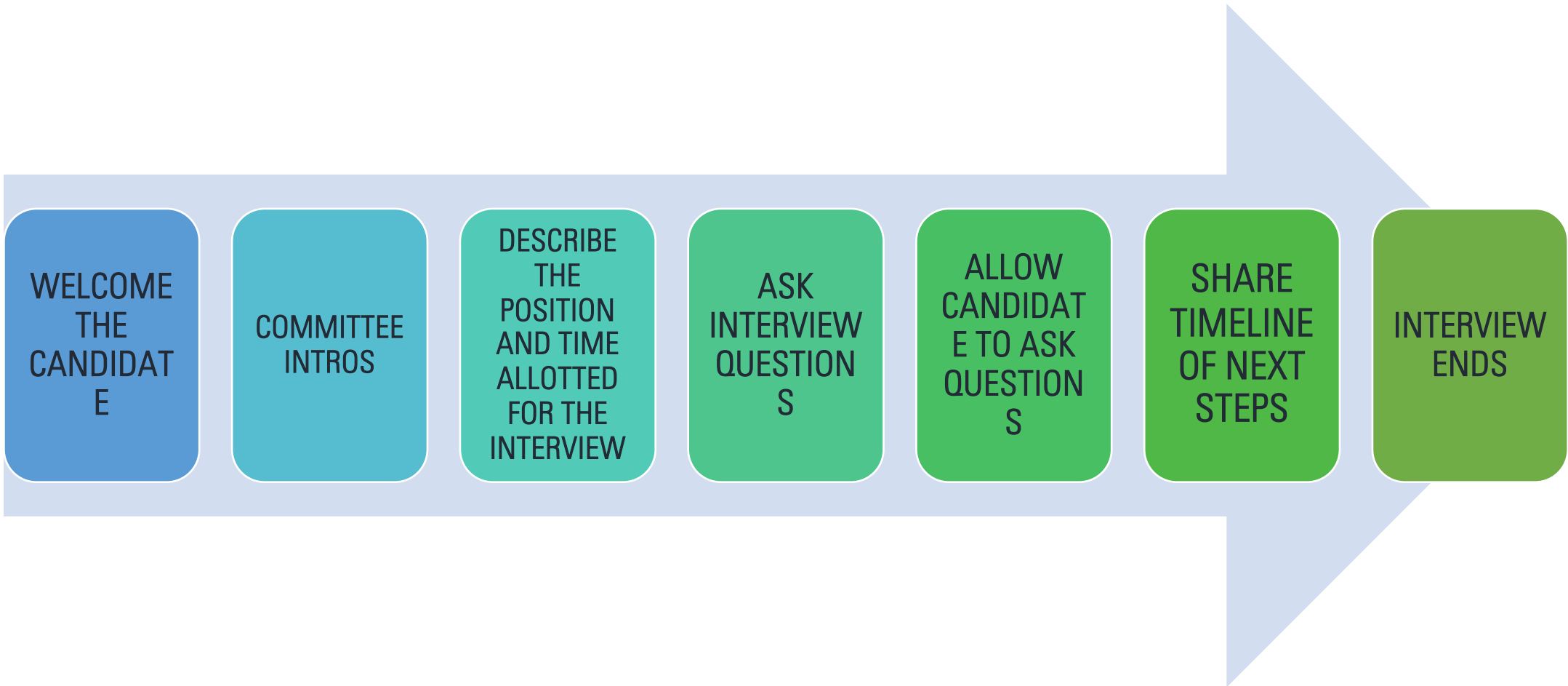


Handling Accidental Answers & Situations

- Allow the candidate to finish answering the question and do not address the personal topic further.
- Legally, you may not use personal information (even if obtained accidentally) to make your hiring decision.



Interview Outline



Interview Documents



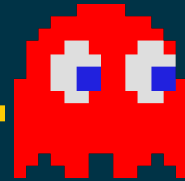
Any Hiring Process documents federally mandated to be kept with HR.



Interview Documents



Any Hiring Process documents federally mandated to be kept with HR.



All interview/matrix notes can be discoverable. Watch what you write!



Interview Documents



Any Hiring Process documents federally mandated to be kept with HR.



All interview/matrix notes can be discoverable. Watch what you write!



All documents should be submitted to hr@jccc.edu

After Interviews

- The Search Committee should have a discussion to help on the decision of the final candidate.

Request salary calculation for verbal offer



Move all candidates to the appropriate stage in PageUp



Submit all interview notes to Human Resources hr@jccc.edu



Reiterate the importance of confidentiality through the hiring process



Receive salary calc to make verbal offer to candidate and confirm start date



- Work with HR regarding any issues/questions
 - 913-469-8500 ext. 4983 or HR@jccc.edu

The screenshot displays a dashboard with five main modules, each represented by a light green card with a white border. The modules are arranged in two rows. The first row contains 'Position Description', 'New job', and 'Approvals'. The second row contains 'Applications' and 'Search committee review'. To the right of these cards is a 'Guidelines / Tips' section with several links.

| Module | Count | Action Link |
|-------------------------|------------------------------------------------------------------------------|--------------------------------------------|
| Position Description | 0 | Manage position descriptions and create... |
| New job | 0 Jobs open | |
| Approvals | 0 Jobs awaiting your approval 2 Approved | |
| Applications | 0 Jobs have applicants for review 0 Applicants assigned to you for review | |
| Search committee review | 0 Jobs requiring search committee review | |

Guidelines / Tips

- [** Search Committee Chair Training **](#)
- The [JCCC Hiring Manager/Committee Chair PageUp User Guide](#) is now available!
- Additional JCCC recruitment resources can be found on the [Employment Services InfoHub Page](#).
- [HR Generalist and Benefit Specialist by Department/Branch](#)
- [New Employee Checklist](#)
- [Hiring and Recruitment FAQ's](#)
- [Sample Interview Questions](#)
- [Hiring Matrix for Application & Interviewing Selection](#)

Search Committees should ensure that...

- Applicants are treated fair and equal
- Keep an eye out and address any conscious and unconscious biases
- Ensure committee members can safely express their opinions to avoid committee members conforming

