1. **Staffing Requisition** is entered into Cornerstone. Cheat sheets can be found here - https://hr.fhda.edu/_administrators-information.html

2. **Notify Keisha** once Hiring Committee is formed with names and positions of committee members.

3. **All members** of the committee must have gone through the EEO training with the district and be within the 2-year timeframe to serve. Please contact Keisha to check the members' EEO status. No application will be released to the hiring committee if any of the members are not up-to- date with their EEO training status. Information for the EEO training can be found here - https://hr.fhda.edu/train-dev/.

   a. Provide tentative committee members list to union reps at the time of request to ensure diverse representation on the committee.

   b. **Request EO Reps** from:

      All Campuses: Keisha Sentosa, sentosakeisha@fhda.edu

   c. **Request Union Reps** from:

      <u>**ACE:**</u>

         Central Services: Bill Baldwin, baldwinwilliam@fhda.edu

         De Anza College: Vins Chacko, chackovins@fhda.edu

         Foothill College: Phuong Tran, tranphuong@fhda.edu

      <u>**CSEA:**</u>

         All Campuses: Stanley Sarao, saraostanley@fhda.edu

      <u>**Teamsters:**</u>

         All Campuses: Elaine Kuo, kuoelaine@fhda.edu

   d. **Academic Senate must pre-approve all Faculty Reps on hiring committees**.

4. After committee is approved, convene members to **review hiring process, job summary/description and committee roles**:

   a. With committee input, send the draft job summary provided to Keisha Sentosa (only for Classified or Administrator positions), to allow HR review of EEO considerations.

   b. With committee input, send the draft job description provided to Keisha (only for Faculty), to allow HR review of EEO considerations.

   c. With committee input, develop screening criteria, interview questions, and verbiage for written tests/presentations.

   d. Committee to determine ideal responses to interview questions.

5. **Guideline for Scheduling Committee Meetings**
   Emphasize to committee members that their involvement is voluntary. They should commit only if the committee work does not interfere with their primary responsibilities. Whenever possible, provide a potential committee timeline, especially if the committee meeting will fall on major school events such as finals week. All members should collaboratively decide on meeting dates and times. If an extraordinary situation requires a meeting during this period, it should be convened only with the full consensus of all committee members and must not disrupt the academic duties/regular duties of those involved.

6. **Send Keisha** finalized screening criteria, questions, and written tests/presentations for vetting/review. (This is needed **before** applications are released to the committee). Completed applications are released within 3 business days after the initial review date/close date.

7. Reconvene the committee to determine who is invited to interview. Must provide at least one week's notice to applicants. (Preference is 2 weeks; try to consider Zoom interviews if the applicant is out of the area).
   a. **Send Keisha** a list of names of whom interviews will be offered so HR can notify applicants who weren't chosen.

8. The committee conducts interviews (with the questions, test, demo…etc. approved by Keisha).

9. Once a finalist is selected, complete the Hiring Recommendation form and forward it to the appropriate person for Board Approval. **Hiring Committee Recommendation Form** is through the **AdobeSign Employee Forms** on MyPortal. There are three forms/workflows to choose from, and you will select the workflow that applies to the position you are hiring.

   a. **Administrator & Faculty Positions:**

      Central Services: Keisha Sentosa, sentosaKeisha@fhda.edu

      Foothill College: Danmin Deng, dengdanmin@fhda.edu

      De Anza College: Pippa Gibson, gibsonpippa@fhda.edu

   b. **Classified Positions:**

      All Campuses: Keisha Sentosa, sentosaKeisha@fhda.edu

10. **Send Keisha** all documents (worksheets/notes) from the committee members for the recruitment file. Please collect all documents from the committee members and upload them to **Office365**. Share the link with Keisha **after** all files are collected from the committee members.

** Important Notes **

- **Recruiting/advertising will occur after** the staffing requisition is approved and the job summary/description is provided. New positions must be approved by the Chancellors' Cabinet first. Classified position posts for three(3) weeks; Admin/Faculty initial review date will be six(6) weeks but will remain open until filled.

- **Eligible internal ACE employees** who meet the minimum qualifications for a position will be granted an interview. These employees are not required to meet the additional screening criteria to receive an interview.

- **After the position closes (and given that interview questions and screening criteria are finalized and received by HR)**, please allow three(3) business days for HR to prescreen for completeness of the application packet and release the applications.

- **Administrators & Faculty positions require 2nd interviews**. The EO rep and Chair are the only members required to participate in the 2nd interview.

- **All classified (ACE, TEAMSTERS, CSEA, Confidential, POA) new hires automatically start at step 1.** Internal employees (promotion/transfer) will be placed according to the specific union agreement.

- **Full-Time Faculty's salary** is placed by each campus's HR Technician. Nancy Cortez (cortesnancy@fhda.edu) at Foothill, and Kit Perales (peraleskit@fhda.edu) at De Anza.

- **Administrator's salary** is placed by the Associate Vice Chancellor, HR. Please email a copy of the new hire's Cornerstone application and a copy of the job announcement to Rocio Chavez (chavezrocio@fhda.edu) for the placement.

- **We do not send official offer letters**. The hiring manager's verbal or email offer is treated as the official offer. Personnel, however, may provide a written note for employment verification purposes.

- **New hires cannot start until HR receives the completed/signed Hiring Recommendation form**. New hires will be contacted by the appropriate HR personnel for onboarding. We will go by the **start date** stated on the hiring committee recommendation form; however, we do kindly ask you to please allow at least two(2) weeks for HR processing. If there is a change to the start date, please notify Keisha Sentosa as soon as possible.

Rev. 5/14/24