



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7120

AP 7120 Recruitment and Hiring

The Board of Trustees is committed to a policy of nondiscrimination and equal employment opportunity in the recruitment, selection, employment, training, reclassification, promotion and retention of employees. See BP 3410 titled Nondiscrimination and BP and AP 3420 titled Equal Employment Opportunity (EEO).

Hiring procedures may be accessed at the District Human Resources website and in other administrative procedures.

Recruitment

Before advertising, all job announcements, including desired qualifications, are reviewed and approved by Human Resources. The District posts positions on its website and the California Community College Registry. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. Human Resources shall coordinate, prepare, and place advertisements.

Applications shall be received until the application deadline or until filled as identified on the job posting. Application material may consist of a District application, resume, transcripts, certificates and licenses, cover letter, essays or statements, and references. The District reserves the right to extend, suspend or cancel the recruitment of a vacant position.

Search Committees Composition and Screening

Search committees shall be established according to the hiring procedures and shall be reviewed by Human Resources for compliance with policies and procedures. Committee membership should be balanced in its diversity and, to this end, will seek representation inclusive of gender and ethnicity.

All search committee members shall receive training in accordance with the District EEO Plan, regulations, and hiring procedures to ensure the fair and equitable treatment of all applicants. Each committee member is responsible for using the EEO training to hold themselves personally accountable to ensure that EEO practices and principles are observed throughout the deliberations and to hold other members of the committee accountable. If a committee member feels that there is an unresolved problem related to EEO, they must bring this to the attention of the HR Representative or to the CHRO.

Screening criteria, interview questions and assessments shall be related to the job as described in the posting and be reviewed and approved by Human Resources.



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Each Search Committee member is responsible for maintaining the confidentiality of all aspects of the search process, including names of applicants, written materials, oral discussions and any other information that relates to the search process. Such information may be shared only with members of the Search Committee and Human Resources. Confidentiality must be maintained permanently. Human Resources shall maintain all supporting documents related to the search for a period of three years.

Interviews and Recommendations

Search committee members must be present for all interviews. If a member of the committee misses any part of an interview, the committee member is ineligible for further participation in the search process.

The search process shall consist of interviews using pre-approved questions. Assessments or skills tests and presentations including teaching demonstrations may be incorporated to determine qualifications of applicants. During discussion, the search committee shall consider only application materials and information gathered from the interviews and results of any assessments and presentations.

The role of the search committee is to identify a group of finalists so that the hiring manager will be able to make a choice among a number of finalists.

The search committee shall make every effort to recommend at least two (2) finalists for second interviews. Finalists shall be forwarded unranked. Committees may accompany their recommendations with a joint memorandum from the entire committee that summarizes the strengths and weaknesses of each of the candidates as determined by the committee.

Reference Checks

Reference checks shall be conducted according to hiring procedures.

Offers of Employment

Offers of employment, including continuing employment, shall be made subject to a reasonable deadline for acceptance.

Conditions of Employment

As a condition of employment, each employee hired in a permanent position must:

1. Sign an approved loyalty oath;



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2. Depending on the nature of the position, undergo a pre-employment physical examination to ensure sufficient fitness for the duties associated with the particular position;
3. Present proof of freedom from tuberculosis initially upon employment and at least once every four years thereafter;
4. Be fingerprinted and if offered a new position following the original hire, submit fingerprints for a subsequent background check;
5. Complete required Immigration Forms and provide proof of personal identity and authorization to work in the United States;
6. Complete District employment and County payroll documents;
7. Submit official transcripts, employment verification forms, copies of required documents including licenses and certificates.

Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and conducting the application process. Initial screening of applications is completed by the Office of Human Resources and then referred to search committee members.

Applying for a Job

Applicants can apply for any open position by completing an online application on the District's Human Resources website. Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following qualifications for all positions:

- Demonstrate an understanding of, sensitivity to, and appreciation for the diverse academic, socio-economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of community college students and staff.
- Meet the minimum qualifications as stated in the job description.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications including any "required", "desirable" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements



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of Title 5 (53022) and both State and Federal non-discriminatory laws. The content of the job announcement must be approved by the Chief Human Resources Officer (CHRO).

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement, and will consult Academic Senate expertise as needed.

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in hiring that increases the representation of underrepresented communities in the District's workforce. This includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

See Board Policy 7120 - Recruitment and Hiring

References: Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1
Cal. Code Regs. Tit. 5, § 53022

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