

**Napa Valley College
Office of Human Resources**

SALARIED ADMINISTRATIVE RECRUITING/HIRING PROCEDURES

Initiating the Recruitment Process

Recommendations for salaried administrative openings are presented by the President or appropriate vice president to President's Cabinet for discussion, approval, and prioritization. The Office of Human Resources (OHR) forwards requests to advertise positions to the Board of Trustees via the President.

The Vacancy Announcement

Once the Board of Trustees approves advertising the position, the Dean of Human Resources coordinates with the supervisor and respective vice president to update the announcement. The announcement includes standard campus information, plus the responsibilities of the job, minimum qualifications, desirable professional qualifications, nature of assignment/compensation, and application process and deadline. The minimum qualifications for academic administrators are designated by Title 5, with any additional qualifications being established by the district based on the duties and responsibilities of the position. For classified administrators, minimum qualifications are determined by the district based on the specific position. The supervisor and respective vice president, in collaboration with the Dean of Human Resources, discuss and determine the desirable professional qualifications for the position, which are included in the announcement.

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- Discuss the desirable qualifications and methods for evaluating the characteristics (e.g., rubric).
- Identify topics for interview questions.
- Develop presentation subject (if warranted).
- Establish dates for future meetings/interviews.

Application Appraisal

After the position closes, the Dean of Human Resources reviews the applicant pool to assess both the size and diversity of the pool. In consultation with the supervisor and respective vice president, a decision is made whether or not to move forward with the hiring process. If approved to go forward, only applications which are complete are considered for the position. The Office of Instruction reviews complete applications for minimum educational requirements. The Dean of Human Resources and the supervisor review the experiential qualifications to determine if the candidates can be forwarded to the full committee.

Each committee member reviews and assesses applications individually, but must do so in a location arranged by the Office of Human Resources. Any notes taken must remain in the committee member's folder. All applications must be rated by the date of the next committee meeting in order for the member to participate in the process for selecting interviewees.

The committee meets as a group to evaluate and discuss the group's rating of the applicants. Candidates for interview are determined and listed, in unranked order, on the appropriate form. Final discussions of interview questions and demonstration/presentation, length of interviews, length of time for previewing questions, and other logistics are decided by the committee. Interview Step 1 form.

The Dean of Human Resources reviews the list of candidates being forwarded for interview, particularly related to diversity representation. In some cases, the dean may ask the committee to reconsider additional applicants to broaden the pool. All applicants not forwarded for interviews receive a letter advising them of such.

Interviews

The Dean of Human Resources reviews interview questions prior to the interview date(s) to ensure that they are clear, legal, and directly related to the assignment. Each candidate is also asked to respond to

Job Offer and Salary Placement

The job offer is made by the president or vice president or designee; the applicant discusses salary placement with the Office of Human Resources. Salary placement is determined by