

**Napa Valley College
Office of Human Resources**

SALARIED CLASSIFIED/PROFESSIONAL/CONFIDENTIAL RECRUITING/HIRING PROCEDURES

Initiating the Recruitment Process
When salaried

Vacancy announcements are mailed or e-

The committee meets to evaluate and discuss 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 upon and documented on the interview setup 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 a question related to diversity. Depending on the position, interviews are typically no more than one hour in length