

# How To – For Remote Hiring Committees

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Best practices and FAQs about hiring in the remote environment.

## SECTION I: TECHNOLOGY

Anticipate technological challenges & use Zoom effectively:

1. Plan for technology glitches with Internet connection and cellular reception
  - a. Consider requiring individuals to log into Zoom for video, but use a phone to call into meeting. If you lose connectivity or video freezes, audio should still be clear.
  - b. Encourage everyone to use wired connections to internet (via Ethernet cable) if possible.
  - c. Encourage participants to use Chrome web browser.
  - d. Configure security settings in Zoom and use passwords.
  - e. Use separate meeting ID's for each interview.
2. Coordinate question review, writing sample, and presentation/screen sharing.
3. Use Google Drive folder to access and store documents with differing access levels. Members have their own folders under the umbrella folder. Members can only access their individual folders; Chair and ER can access ALL folders.

Steps in Hiring Process Impacted By Remote Hiring:

1. Advertising and Recruitment – No change
2. Assembling Committee – No change
3. 1<sup>st</sup> Committee Meeting
  - a. Interview questions – Can be done via email, must be marked CONFIDENTIAL.
4. Faculty EQs may be required before pool is released—No change
5. Pool Released To Committee
6. 2<sup>nd</sup> Committee Meeting (Candidate Selection Meeting)
  - a. Scoring sheets sent to Chair and ER or made available via Google Drive.
  - b. Use alias' to confirm ratings.
7. Candidate Notification and Scheduling
  - a. Chair's AA communicates with candidates, explains process will be held remotely with interviews recorded, and provides overview.
  - b. Written confirmation still provided.
  - c. Each candidate receives unique zoom meeting ID and candidate is encouraged to use wired internet connection (via Ethernet cable) for video and to call in via phone-- serves as a backup if video freezes or other technical issues occur.
  - d. Meetings setup using secure Zoom guidelines to prevent uninvited guests.
  - e. AA enables recording of ALL interviews.
  - f. Recordings are deleted once final rankings are completed.
  - g. Committee has special zoom meeting ID for entire day for committee work.

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- h. Committee members will sign-in to candidate's Zoom meeting location.
  - i. Chair, AA & ER made co-host of meetings.
  - j. Committee Wrap-up with VP and/or President hosted in committee's meeting location.
8. Day or Days Before Interview
- a. Committee is encouraged to run mock interview process to ensure flow and address potential issues.
9. Interview Day(s)
- a. ALL employees strongly encouraged to use wired connection on day of interview and call into meeting--serves as a backup if video freezes or other technical issues occur.
  - b. AA coordinates candidate check-in, timing, writing sample, question review, etc. (Add 5 min buffer for unexpected tech issues).
  - c. Questions shared with candidate in chat as an attachment.
  - d. AA goes to Committee location to let committee know when candidate is ready and how to access writing sample (if applicable).
  - e. Chair goes to meeting first to check-in with candidate; committee follows 2-3 minutes later.
  - f. If connectivity is lost by candidate, Chair pauses timer, waits for candidate to return and either asks candidate to start over with question or pick up where they left off; Chair restarts timer.
  - g. If connectivity is lost by Committee member, interview continues and Committee member will access recording to review candidate response and evaluate answer.
  - h. RANKING
    - i. Candidate score sheet made available via email or Google Drive to committee members.
    - ii. Members email scores to or use Google Drive for Chair and ER to access.
    - iii. Chair creates a breakout room for Chair and ER to collect and tally scores (using Chair's share screen function).
    - iv. Scores shared with committee.
    - v. Committee discussion.
    - vi. Re-ranking (follows initial procedure).
    - vii. Committee debrief with VP/President.
10. Committee Paperwork maintained in a confidential and secure manner and emailed to Chair and ER; send to DO as 3 PDFs (see *How To - Scheduling Interviews & Submitting PDF Documents*, available from HR).

[Los Rios Hiring Committee Resources](#)  
[Getting Started in Zoom](#)  
[TechConnect \(Confer Zoom\) Support and Guides](#)

[Zoom Video Tutorials](#)  
[Using Zoom for Interviews](#)

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## SECTION II: SAMPLE REMOTE INTERVIEW CONFIRMATION LETTER TEMPLATE

Dear [CANDIDATE NAME],

This email is an interview confirmation for the [POSITION TITLE] position at [COLLEGE] in the Los Rios Community College District. Your interview is scheduled for [DATE] via Zoom (See “Zoom Instructions” below) from **10:30 a.m. to 12:00 p.m.**

**Starting at 10:30 a.m.**, prior to your interview with the Search Committee, you will have **20 minutes** to complete a writing sample (provided at that time), which will be followed by a **10-minute** review of the interview questions. Please note that during the interview question review period, you may make notes and utilize those notes during the interview. Finally, the process will conclude with a **50-minute** interview with the Search Committee, which **will include a 10-minute presentation** in response to the “Presentation Scenario Prompt” outlined below.

### **Presentation Scenario (10 minutes to present)**

[INSERT PRESENTATION SCENARIO PROMPT HERE]

### **Remote Hiring Process Notes**

1. Chrome is the recommended web browser for Zoom.
2. Participants are encouraged to use wired internet connections to prevent buffering.
3. If you have an inconsistent internet connection, please consider using Zoom for video and calling into the meeting. Remember to disable CPU sound.
4. Interviews will be recorded in case of connectivity issues on behalf of Search Committee members. Otherwise, recording will not be reviewed and will be deleted after the interview process.
5. If connectivity is lost by candidate, the Chair will pause the timer, wait for candidate to return, and either have candidate start response over or pick up where they left off.
6. If connectivity is lost by Committee member, interview continues and Committee member will access recording to review candidate response and rate answer.

### **Zoom Information**

[INSERT INFORMATION FROM ZOOM MEETING CONFIRMATION]

**Please respond to this email as confirmation of your interview.** If you have questions, please contact me at your earliest convenience.

We look forward to seeing you on [DATE] at [TIME].

Sincerely,

NAME

TITLE & CONTACT INFO

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## SECTION III: FAQs AND HR RESPONSES

1. Do all members of the committee still need to be current with Hiring the Best Hiring Committee Training?
  - a. Yes, all committee members should have completed the 2-hour, Hiring the Best hiring committee training within the last two years.
  - b. The Equity Representative should have completed the 1-hour, Equity Representative training in the last two years (some campuses offer both trainings together in a 3-hour format).
2. Per the new adjunct hiring manual, adjuncts will now be able to participate on search committees once trained. Can adjuncts be included in these trainings now, before the new adjunct hiring manual is officially adopted?
  - a. Yes, as part of the Los Rios culture, everyone is supposed to be equity trained anyway. There is a proposal on the table to allow adjuncts to participate, so in preparation, and while it is still important that everyone understand our equity goals, adjuncts are invited.
3. Some faculty pools include candidates who require an Equivalency Verification on form P-38 before the entire pool can be released to campus. Will this process change?
  - a. This process will remain the same. However, once P-38s are completed and signed, they can be scanned and emailed back to HR; hard copies will not be required.
4. Can the committee use email to draft screening criteria and interview questions?
  - a. Per the [Hiring Manual](#), these can be emailed back and forth among committee members and must be marked \*CONFIDENTIAL\* in the email subject line.
5. What happens if most of the candidates decline interviews?
  - a. Go deeper into the pool or go with those you have.
6. How do we handle the rating and ranking process during Zoom interviews?
  - a. During Zoom interviews, each committee member rates each candidate as usual on individual ranking sheets.
  - b. After interviews, committee members email rankings to Chair and Equity Rep.

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- c. Chair and Equity Rep enter a separate Zoom meeting where one of them shares their screen and cuts and pastes the scores into a master document, which tabulates the order of candidates.
  - d. Chair and Equity Rep then return to the Zoom meeting with the entire committee to discuss strengths and weaknesses.
- 7. Can we record Zoom interviews?
  - a. Yes, Zoom interviews can be recorded.
  - b. Per Liebert, Cassidy, and Whitmore (legal consulting firm for northern California regional colleges), you must let candidates know ahead of time that interviews will be recorded.
  - c. Given that some committee members may live in areas where reception may be spotty, and distractions may occur in the remote environment, recording the interviews allows committee members to review what they have missed.
  - d. Zoom interview recordings must be deleted after the interview ratings are finalized.
- 8. How do we handle signatures on the committee’s confidential paperwork? Are digital signatures acceptable?
  - a. Yes, digital signatures are acceptable.
  - B.** Committee copies of rating sheets, etc. normally sent to HR after completion are now to be scanned and emailed as PDFs to [HR@losrios.edu](mailto:HR@losrios.edu).