

How To – Scheduling Interviews & Submitting PDF Documents

New Process:

Campus to Schedule Interviews & Scan Committee Documentation

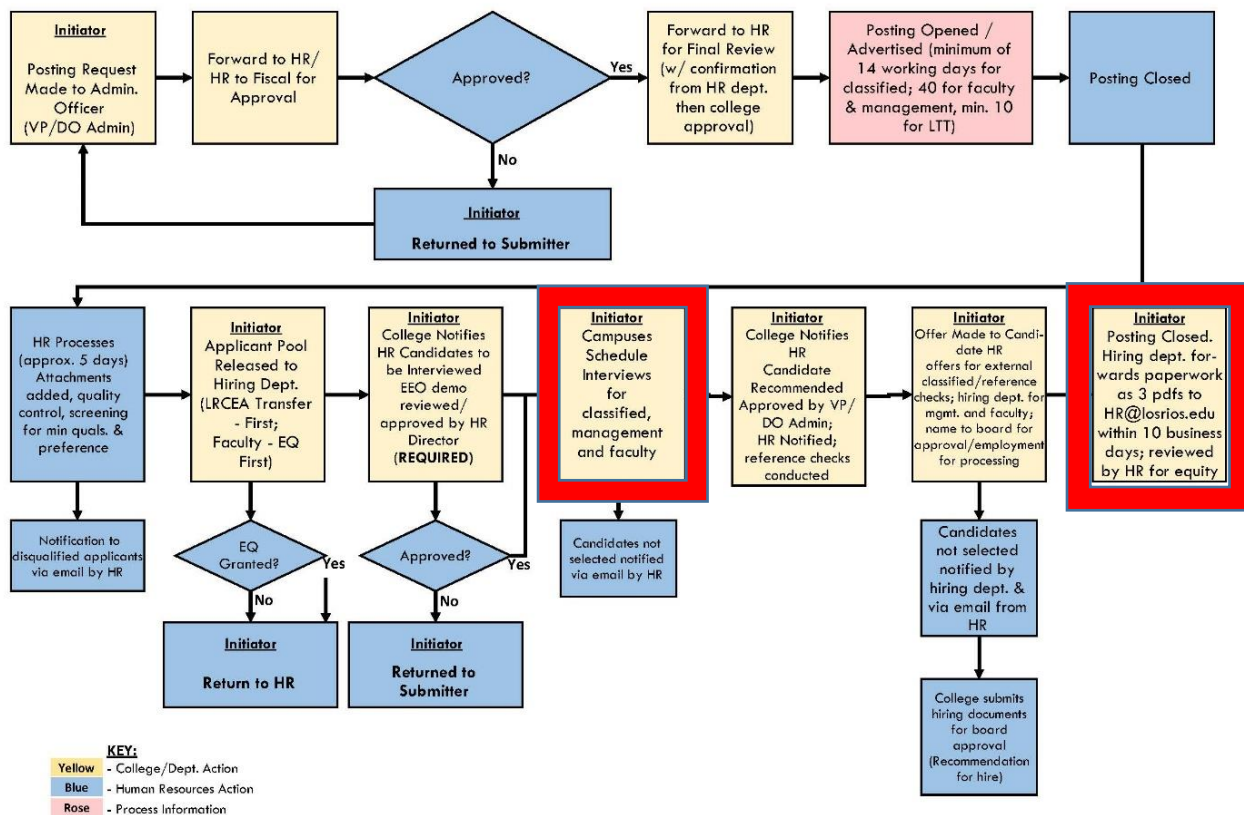
Synopsis: This How-To provides guidance for the colleges to schedule their own classified interviews as is done for faculty and administrative positions. It also provides guidance on the transition to paperless document processing. HR will no longer be accepting paper documentation from the hiring committees, rather the college will scan all the required documentation and send 3 PDF files to HR as described herein. The two boxes impacted on the hiring flowchart are highlighted below.

Questions? Please send any questions you may have to HR@losrios.edu

LOS RIOS

UNIVERSITY OF CALIFORNIA

Process for regular faculty (and externally advertised LTT), management, and classified positions. Student, adjunct, and temporary clerical position recruitment conducted at hiring department level.



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SECTION I: SCHEDULING INTERVIEWS

First Level Interview

1. Upon completion of the Screening Committee Candidate Ranking meeting, the VPA/VPSS/VPI Administrative Assistant (AA) will receive list of applicants to be interviewed from the hiring committee chair (current practice).
2. VPA/VPSS/VPI AA will send list of applicants to HR@losrios.edu. Put job posting number/title in subject line.
3. HR will run EEO statistics and seek approval by HR Officer or HR Director.
4. Upon approval of EEO statistics, HR will send an email to VPA/VPSS/VPI AA stating that the list has been approved and VPA/VPSS/VPI AA will:
 - (a) Contact applicants and set up the interviews; or
 - (b) Forward list to the hiring department that will schedule the interviews. If the hiring department AA schedules the interviews, they will send the final schedule to the VPA/VPSS/VPI AA.
5. After all interviews are scheduled and before they are conducted, the VPA/VPSS/VPI AA will send the Interview Schedule to HR staff (see #2 above).
6. HR will send letters to applicants not selected for interview.

Second Level Interview

7. After first level interviews are completed:
 - a. Hiring committee chair sends the list of candidates selected for 2nd level interviews to the VPA/VPSS/VPI AA (or President's AA on some campuses).
 - b. VPA/VPSS/VPI AA sends list to the hiring department AA for whomever will be chairing the 2nd level hiring committee to schedule 2nd level interviews.
 - c. After 2nd level interviews are scheduled, the hiring department AA notifies the VPA/VPSS/VPI AA who accepted or declined.
 - i. Interview chair calls internal candidates, notifying them that they were not selected to move on to 2nd level interviews and thanks them for their interest.
 - d. VPA/VPSS/VPI AA sends the names of 2nd level candidates to HR.
 - e. HR notifies remaining candidates not selected for a 2nd level interview.

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SECTION II: TIPS FOR SCHEDULING

The following section provides guidance on what can be shared with applicants.

8. Release only information shown on the Interview Schedule.
9. If applicants inquire how many applicants are interviewing, or how large the applicant pool was, reply that you are not privy to that information. It is confidential applicant data.
10. You can indicate how many people are on the interviewing panel, technology needs, etc.
11. Offer Reasonable Accommodations for the interview. Tell each applicant: “If you require special accommodations for the interview, please let us know at this time.” If accommodations are requested, department AA needs to request a Doctor’s note regarding special accommodations for a documented disability; if they do not have a note, then it cannot be granted.
 - a. Extra time request. Extra time is time and a half. (Standard 10 minute question review time would be 15 minutes; 20 minute writing sample would be 30 minutes.) Those needing extra time are scheduled last so the schedule can be adjusted as needed.
 - b. Reading assistance: Candidates who are blind or have limited vision should be given access to a team member willing to assist in the reading and signing of documents. Printing of documents/questions in larger font (30-40) is recommended.
 - c. Sign language interpreters: Provide candidates who are deaf with the services of in-person sign language interpreters.
 - d. Facility access: The Americans with Disabilities Act (ADA) requires full access to the facility, work site, needed equipment and all facilities used by employees (parking lots, exits, entrances, hallways, stairwells, restrooms, etc.) when carrying out on-site interviews. If candidates are in a wheel chair, ensure access to an accessible desk and interview location.
12. Demystify the process when you can and put them at ease as much as possible.

Hiring Committee Resources: <https://employees.losrios.edu/human-resources-and-benefits/hiring-resources/hiring-committee-resources>

Zoom Instructions: <http://bit.ly/ARCConferZoom>

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SECTION III: NOTIFYING HR

HR is to be notified of the results of the interviewing process.

Candidate Selected

13. After second level interviews are completed:

- a. Hiring department AA notifies the VPA/VPSS/VPI AA who was selected and which applicants cancelled, declined, or were no-shows.
- b. VPA/VPSS/VPI AA sends this information to HR@losrios.edu

14. Reference Checks are conducted immediately after second level interviews are done.

15. Chair notifies internal applicants not selected for interview and thanks them for their interest.

16. College may make a soft job offer, notifying candidate that the official offer is pending final verifications by HR and subsequent processes (e.g., fingerprinting, receipt of official transcripts, etc.).

17. HR notifies applicants not selected for the job position.

Candidate NOT Selected

18. After second level interviews are completed:

- a. Chair notifies internal applicants not selected for interview and thanks them for their interest.
- b. Hiring department AA notifies the VPA/VPSS/VPI AA no one was selected and which applicants cancelled, declined, or were no-shows.
- c. VPA/VPSS/VPI AA sends this information to HR@losrios.edu

19. VPA/VPSS/VPI will decide if posting is to be re-advertised now or at a later date.

20. College completes a new P102 when posting is re-advertised.

21. HR notifies applicants by sending a letter via email thanking them for participating and informing them the posting may be re-advertised at a later date.

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SECTION IV: SUBMITTING PDF DOCUMENTS

The department AA for the interviewing committee sends all first and second level interview paperwork to VPA/VPSS/VPI AA.

Sending PDFs to HR

22. The VPA/VPSS/VPI AA will sort the screening/interviewing documents into 3 piles, scan each separately (in black & white) as a PDF, and email the three PDFs to HR@losrios.edu.

a. PDF 1: Name of file: **Posting #_Forms** (Required forms in the following order.)

Classified	Faculty	Management
<input type="checkbox"/> P137 form, Administrative Regulation 6116	<input type="checkbox"/> P-131 form, Administrative Position Hiring Summary Form	<input type="checkbox"/> P-131 form, Administrative Position Hiring Summary Form
<input type="checkbox"/> P130 form, Equal Opportunity Checklist	<input type="checkbox"/> P130 form, Equal Opportunity Checklist	<input type="checkbox"/> P130 form, Equal Opportunity Checklist
<input type="checkbox"/> Clean Interview Questions – no markings	<input type="checkbox"/> P-673 form, Recommendation for Admin/Faculty Employment	<input type="checkbox"/> P-673 form, Recommendation for Admin/Faculty Employment
<input type="checkbox"/> Clean Writing Sample – no markings	<input type="checkbox"/> Clean Interview Questions – no markings	<input type="checkbox"/> Clean Interview Questions – no markings
<input type="checkbox"/> Interview Schedule	<input type="checkbox"/> Clean Writing Sample – no markings	<input type="checkbox"/> Clean Writing Sample – no markings
<input type="checkbox"/> Reference Checks	<input type="checkbox"/> Interview Schedule	<input type="checkbox"/> Interview Schedule
	<input type="checkbox"/> Reference Checks	<input type="checkbox"/> Reference Checks

a. PDF 2: Name of file: **Posting #_Screening** (Screening committee members' paper screening forms/rating sheets.)

- i. Individual Screening Criteria Rating Sheets
- ii. Master Cumulative Screening Criteria Rating Sheet(s) Prepared by Chair

b. PDF 3: Name of file: **Posting #_Interview** (Interviewing committee members' interview forms/rating sheets.)

- i. Individual Oral Ranking Sheets
- ii. Cumulative Oral Ranking Sheet(s) Prepared by Chair

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23. **Nothing should go back to HR in paper form.** Miscellaneous notes (not on required sheets & forms) are not to be scanned/submitted, and are to be shredded by the college. All notations are to be made on the screening/interview rating sheets/forms only.
24. Wait for an email confirmation from HR that the three PDFs have been successfully received and can be opened.
25. College shall then shred documents and delete the emails from the Outlook Sent Items folder.
26. Do not retain at any campus office any paper documents or electronic files. In the event of litigation, we must be clear that all records are retained at HR.

SECTION V: PDF STORAGE AT HR

Human Resources will no longer be receiving paper packets of interview committee documentation and instead will be storing electronic copies in an encrypted shared drive.

27. HR staff will save all 3 pdfs to a Hiring Committee History folder [Classified, Faculty, and Management] on the J drive for access by HR Directors.
 - a. HR will create an electronic folder: Name of file: **Job Posting #_Posting Title** (for each Job Posting listed on the HR positions matrix)
 - b. Save all PDFs to these files:
 - i. PDF 1: Forms
 - ii. PDF 2: Screening
 - iii. PDF 3: Interview
28. HR staff will upload PDF 1 to the PeopleAdmin posting.