

How Qualifications Are Rated

Evaluating Your Interview

After you leave the interview room, panel members will review & evaluate your qualifications. In order to give uniform consideration to all candidates, they will use a rating sheet which lists the appropriate criteria. All candidates for a particular position are rated on the same criteria.

The primary purpose of the interview is to obtain information about candidates and to evaluate the candidates with regard to their ability to perform the duties of the classified position.

The interview shall be an assessment of the specific qualities & aptitudes that are important for success as a member of the department. These qualities may include:

- Oral & written communication skills
- Experience interpreting policies & procedures
- Ability to foster & enhance cultural competence & equity
- Concern & respect for students & colleagues
- Special ability or aptitude in the areas identified by the department/area
- Potential for continued professional growth
- Enthusiasm, intellectual curiosity & commitment to the profession

The committee will evaluate your interview during this part of the process.

Suggestions For Your Interview

Prepare. Prepare. Prepare.

You will wish to present your qualifications as effectively as possible. We offer these suggestions:

- Review the job posting to obtain a clear picture of the requirements & duties of the position & detailed job description.
- Access sample interview questions at the HR website.
- Be prepared to tell the interview panel why you believe your skills compliment the position. Throughout the interview, the panel members will not generally provide clarifying information and you have the basic responsibility to effectively present your qualifications.
- During the interview, it is not necessary for you to furnish letters of recommendation or other documents related to your qualifications, unless requested.
- Be yourself! People make their most favorable impression when they act naturally.
- Thank you for considering Los Rios as a place to work.

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You and Your Classified Interview

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Information About Your Classified Interview

This leaflet is intended to help you understand & prepare for an interview at Los Rios Community College District. It was written primarily for applicants who are seeking employment as a classified employee. Classified employees consist of non-employees as well as supervisors & service employees.

The interview panel carries out its part of the hiring procedure by evaluating – through your participation – how well your experience, education and personal qualifications have prepared you to perform the duties required by the position for which you are applying as well as how your overall qualifications compare with the qualifications of the other candidates. Prior to being selected for the interview, Human Resources will have determined whether your education & experience meet the minimum qualifications for the position.

The interview committee which conducts your interview will probably be composed of at least three members. A classified hiring panel will include a chair of the committee (typically the supervisor or manager of the unit), an equity representative, & one classified member of the operating unit. Other members may be added as needed.

If you require special accommodations for the interview, please notify Human Resources.

Screening Criteria

The Importance of Your Application Materials

Screening criteria review is based solely on the contents of your completed application packet. This packet will serve as the primary means to evaluating your preparedness for the position to which you are applying. Typical materials required include:

- **Completed LRCCD Classified Application**
- **Typing certificate (if required)**
- **Resume**
- **Letter of Interest**
- **Unofficial Transcripts**
- **Two Letters of Recommendation**

To assure a competitive application, it is suggested that you include recommended attachments whenever possible.

NOTE: Additional eligibility requirements can be viewed on job announcements at jobs.losrios.edu

Screening Criteria

Once your application packet has been reviewed and determined to meet the minimum qualifications, your materials will be sent to the hiring department. Your materials will then be evaluated based on screening criteria previously established by the committee. Criteria which might be considered are:

- Communication & interpersonal skills
- Adept in current technology
- Equity -minded conceptions of merit:
 - Educated in social justice & equity
 - Experience acting as an equity advocate
 - Experience with self-relection & willingness to reflect on racialized outcomes of practice
- Equity-minded conceptions of fit:
 - Reflects students' racial/ethnic identities
 - Supports & furthers District equity efforts
- Working with people of varying abilities, ages & cultures
- Experience working with diverse populations,
- Demonstration of leadership, creativity & innovation
- Community service, public speaking & customer service

- Recent training or evidence of updated skills and/or professional development
- Related education and/or work experience(s)

What Happens in the Interview

Presenting Your Qualifications

As part of the interview process, you may be asked to provide a writing sample to the panel as a demonstration of your writing skills. This portion of the interview will usually take 20-30 minutes and will require you to write clearly on a topic that may be given to you at the time of the interview. Be sure to use spell check, write clearly, & effectively organize thoughts. A computer will be made available to you at this time.

At the start of the oral interview, the chairperson will introduce the other panel members and give you a chance to get settled. The panel members realize that appearing for an interview is something which does not happen every day and that it is quite natural to feel a bit apprehensive.

Perhaps it will be helpful to know that the panel members' opinions of your qualifications will not be determined by your answer to any single question. Ratings will be based on the overall picture which they gain of your training, experience and skills for the position. Be thorough in your responses as it will be your responsibility to fully present your qualifications at that time.

The panel will ask the questions consistently to all applicants interviewed. There will generally be 8-10 questions, and may include a presentation. There will typically be a time-keeper designated to ensure you don't exceed the allotted time for your interview. But it will be up to you to pace yourself so that you can be sure to get through all of the questions.

Before the interview ends, you may be given the opportunity to ask the panel any questions you may have about the position or to present anything you believe to be important which may not have been covered in the interview.