

**HUMAN RESOURCES**

**AP 7120 RECRUITMENT AND HIRING**

**References:**

Education Code Sections 70902 (d); 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;  
Title 5 Code Sections 53000 et seq.;

Accreditation Standard III.A

**GENERAL PROVISIONS**

**Equal Employment Opportunity (EEO) – Commitment to Diversity:** In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on bases including but not limited to: ethnic group identification, race, color, national origin, religion, socio-economic status, age, gender, gender identity, gender expression, sex, physical or mental disability, sexual orientation, political affiliation, transgender, marital status, veteran status, medical conditions, union membership or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Applicants not possessing specific qualifications as outlined in the job announcement who feel that their background and experience is equivalent to the minimum requirements are encouraged to apply.

Equal employment opportunity issues (e.g., diversity of applicant pool) are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District’s EEO Plan.

**FACULTY AND EARLY CHILDHOOD EDUCATION LAB SCHOOL HIRING**

In accordance with BP 2510 titled Participation in Local Decision Making, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on academic and professional matters to include Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures. All Faculty and Early Childhood Education Lab School (ECELS) Teacher hiring is outlined in AP 7120A entitled Faculty Recruitment and Hiring Procedures, which are aligned with those outlined in AP 7120; where they diverge then AP 7120A shall have precedence for positions that fall within this purview.

**RECRUITMENT AND ANNOUNCEMENTS**

**1. Recruitments**

Full-time faculty positions are requested by departments or disciplines and then are prioritized by a subcommittee of the Equity, Education, and Student Success Council (EESSC), utilizing a procedure developed by EESSC and are outlined in AP 7120A.

Part-Time Faculty positions are requested using the posting request form and submitting it to HRS. HRS shall advertise all open part-time faculty positions.

All other positions are requested by departments using a Position Authorization Request (PAR) form. Prioritizations of these recruitments are determined by the Superintendent/President and Vice Presidents.

**2. Announcements**

Human Resource Services must approve all announcements prior to posting. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services (HRS).

1. Approval: Announcements must receive final authorization as indicated in Table 1 for permanent positions.

**Table 1. Announcement Authorizations by Position Type.**

Position Type	Required Approval
Superintendent/President	Governing Board
Vice President	Superintendent/President or Designee
Directors and Deans	Appropriate Executive Administrator
Administrators Below Director	Supervisor of Position or Designee
Full-Time Faculty/Part-Time Faculty	See AP7120A
Classified	Supervisor of Position or Designee
CAST (Confidential and Supervisory Team)	Supervisor of Position or Designee
Early Childhood Education Lab School Teachers	See AP7120A

2. Components: The position announcement must include the following:
  - A description of the position duties, and responsibilities, salary, benefits, and terms of employment (including working hours and conditions, and classification);

- For academic positions, minimum qualifications as determined by the Board of Governors, and for classified positions, as determined by the Governing Board (Board);
- Pursuant to Title 5, Section 53022, minimum qualifications shall also include a statement regarding sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students;
- The District’s Diversity, Equity, Inclusion, Accessibility and Antiracism (DEIAA) commitment statement, and student demographics;
- Preferred qualifications (when listed) that are job related and consistent with business necessity; hiring supervisors/committees should carefully consider whether their “preferred qualifications” might create a barrier to a diverse applicant pool and use them only when warranted;
- If applicable, a provision for determination of equivalency;
- If applicable, a statement regarding required participation in shared governance;
- Additional language required for compliance with federal, state, and District regulations (e.g., Equal Opportunity Employer notice);
- Any application procedures specific to the posted position;
- A statement indicating if travel expenses will be reimbursed.

**3. Advertising**

1. HRS provides assistance including the identification of appropriate advertising media. Table 2 outlines minimum advertising durations.
2. Job announcements are advertised through various organizations (e.g., the California Community Colleges Registry) and through various online sources;
3. Transfer Opportunities: For eligible positions, notice of transfer opportunities will be distributed internally to provide current employees notice of such positions, subject to provisions of applicable collective bargaining agreements or employee handbooks.
4. Interim Positions: The District may appoint or hire interims pursuant to Title 5, § 53021, "provided however, that no interim appointment or series of interim appointments exceeds two years in duration". When possible, an interim position should be posted. If posted, a minimum one-week advertising period is required. Those appointed into an interim position shall not be eligible to apply for the permanent position.

Table 2. Advertising Durations for Permanent Positions.

*In extenuating circumstances, a shorter advertising period may be authorized by the Vice President for Human Resources.*

Position	Minimum Advertisement Duration
Educational Administrators	8 weeks
Classified Administrators	4 weeks
Confidential and Supervisory Team (CAST)	4 weeks
Classified	2 weeks
Full-Time Faculty/Part-Time Faculty	See AP 7120A
Early Childhood Education Lab School Teachers	See AP 7120A

**5. Recruitment Methods**

- HRS recruits all permanent positions and part-time faculty positions.
- Presidential searches will be handled in accordance with BP 2431 titled Superintendent/President Selection.
- All applications shall be submitted directly to HRS.

**6. Applications**

1. Applications are available online through the District website and submitted through the District’s designated online application system. The application will contain the following basic components:
  - Application inclusive of educational and professional histories, skills and qualifications and references; and
  - Confidential data for federal and state collection and reporting purposes.
2. HRS will accept application materials until the posting is closed.
3. Letters of recommendation, if required, will be accepted per the deadline indicated on the job posting.

**SCREENING AND INTERVIEW**

**A. Pre-Screening**

HRS will pre-screen all applications for completeness and evidence of minimum qualifications All applicants with completed applications who meet stated minimum qualifications or appropriate evidence will be forwarded to the Selection Committee.

**B. Selection Committee Screening**

All screening criteria, interview questions, teaching demonstrations/skills

tests/performance demonstrations and their associated scoring rubrics must be approved by HRS before Selection Committee members receive applications. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement. Depending on the volume of applications received for a particular position, additional screening criteria may apply.

**C. Selection Committee Composition**

1. Selection Committee composition is outlined in Table 3 below and applies to both permanent and interim appointments.

**Table 3. Composition of Selection Committee by Position Type and Interview Level.**

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
<b>Assistant Superintendent/Vice President for Instruction ‡Ψ</b>	<ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>• One faculty member from each instructional division; and one faculty member from Student Services</li> <li>• Two Instructional Deans or Educational Administrators appointed by the Superintendent/President</li> <li>• One representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services</li> <li>• One representative from Human Resource Services appointed by the Assistant Superintendent/Vice President for Human Resource Services</li> <li>• One representative from Finance &amp; Administrative Services appointed by the Assistant Superintendent/Vice President for Finance &amp; Administrative Services</li> <li>• One member of the Administrative Association</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• Four classified employees to include at least one from Instruction</li> <li>• Two students</li> </ul>	<ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• One rep from each of the constituent groups from first-level</li> </ul>
<b>Assistant Superintendent/Vice President for Student Services †Ψ</b>	<ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>• Four faculty members, to include at least one from Student Services</li> <li>• Two Student Services administrators appointed by the Superintendent/President</li> <li>• One representative from Instruction appointed by the</li> </ul>	<ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• One rep from each of the constituent groups from first-level</li> </ul>

		<p>Assistant Superintendent/Vice President for Instruction</p> <ul style="list-style-type: none"> <li>• One representative from Finance &amp; Administrative Services appointed by the Assistant Superintendent/Vice President for Finance &amp; Administrative Services</li> <li>• One representative from Human Resource Services appointed by the Assistant Superintendent/Vice President for Human Resource Services</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• One member of the Administrative Association</li> <li>• Four classified employees to include at least one from Student Services</li> <li>• Two students</li> </ul>	
<p><b>Assistant Superintendent/Vice President for Finance &amp; Administrative Services ‡Ψ</b></p>	<ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>• Four faculty members to include at least one instructional faculty members and at least one from Student Services</li> <li>• One representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction</li> <li>• One representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services</li> <li>• One representative from Human Resource Services appointed by the Assistant Superintendent/Vice President for Human Resource Services</li> <li>• Two Finance &amp; Administrative Services administrators appointed by the Superintendent/President</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• One member of the Administrative Association</li> <li>• Four classified employees to include at least one from Finance &amp; Administrative Services</li> <li>• Two students</li> </ul>	<ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• One rep from each of the constituent groups from first-level</li> </ul>
<p><b>Assistant Superintendent/Vice President for Human Resource Services ‡Ψ</b></p>	<ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>• Four faculty members to include at least one instructional faculty member and one from Student Services</li> <li>• One Instructional representative appointed by the Assistant Superintendent/Vice President for Instruction</li> <li>• One Student Services representative appointed by the Assistant Superintendent/Vice President for Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• One rep from each of the constituent groups from first-level</li> </ul>

		<ul style="list-style-type: none"> <li>• One Finance &amp; Administrative Services representative appointed by the Assistant Superintendent/Vice President for Finance &amp; Administrative Services</li> <li>• One member of the Administrative Association</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• Four classified employees to include at least one from Human Resource Services</li> <li>• Two Human Resource Services representatives appointed by the Superintendent/President</li> <li>• Two students</li> </ul>	
<b>Dean ‡</b>	<ul style="list-style-type: none"> <li>• 1st-Level: Co-chairs consisting of an existing Dean from any division (with the approval of the appropriate Vice President) and a faculty member appointed by the Faculty Senate</li> <li>• 2nd-Level: Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• One faculty member from each department within the affected division</li> <li>• One representative from each of the other constituent employee groups: Administrative Association, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> <li>• Additional members may be appointed at the Vice President's discretion</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent/President</li> <li>• The Dean co-chair of the 1st-level committee</li> <li>• An additional member from relevant/affected divisions may be appointed by the Vice President where appropriate</li> <li>• One rep from each of the constituent groups from first-level</li> </ul>
<b>Chief of Police, Director and all other Educational Administrator positions ‡</b>	<ul style="list-style-type: none"> <li>• 1st-Level: Any executive, senior, or Administrative Association administrator (for directors who report to the Superintendent/President, the chair shall be appointed by the Superintendent/President or designee)</li> <li>• 2nd-Level: Appropriate executive or senior administrator</li> </ul>	<ul style="list-style-type: none"> <li>• One representative from each of the constituent employee groups: Administrative Association, Faculty, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> <li>• Additional members may be appointed at the discretion of the executive or senior administrator to whom the position reports</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of the 1st-Level Committee</li> <li>• At least two additional members from first-level</li> </ul>
<b>Faculty</b>	See AP 7120A	See AP 7120A	See AP 7120A
<b>All other Classified Administrator positions, Confidential &amp; Supervisory</b>	Supervisor of the position or designee	<ul style="list-style-type: none"> <li>• Majority of committee must consist of employees from within the affected department/program</li> <li>• At least one employee from outside of the department</li> <li>• One representative from the</li> </ul>	2nd-Level interviews are not required; if conducted, the committee consists of the following:

<p><b>Team positions, and Classified positions ‡</b></p>		<p>applicable constituent group: Administrative Association, Confidential &amp; Supervisory Team, or CCE/AFT</p> <p><b>Note:</b> Committee must consist of three members at minimum; at least one committee member must be of the same constituent employee group as the vacant position</p>	<ul style="list-style-type: none"> <li>• Supervisor of the position</li> <li>• Members of the 1st-level committee (optional)</li> <li>• The executive, senior, or other administrator to whom the position's supervisor reports (optional)</li> <li>• Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)</li> </ul>
<p><b>Early Childhood Education Lab School</b></p>	<p>Coordinator or Center Liaison or designee Also see AP 7120A</p>	<ul style="list-style-type: none"> <li>• Majority of committee must consist of employees from within the affected department/program</li> <li>• At least one employee from outside of the department</li> <li>• <b>Note:</b> Committee must consist of three members at minimum; at least one committee member must be of the same constituent employee group as the vacant position</li> </ul> <p>Also see AP 7120A</p>	<p>2nd-Level interviews are not required; if conducted, the committee consists of the following:</p> <ul style="list-style-type: none"> <li>• Supervisor of the position</li> <li>• All or some Members of the 1st-level committee (optional)</li> <li>• The executive, senior, or other administrator to whom the position's supervisor reports (optional for all positions except site supervisor or coordinator) See AP 7120A</li> </ul>
<p><b>Interim position postings if applicable ‡</b></p>	<p>Appropriate executive or senior administrator</p>	<ul style="list-style-type: none"> <li>• One representative from each of the constituent employee groups: Administrative Association, Faculty, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> <li>• Additional members may be appointed at the discretion of the executive or senior administrator to whom the position reports</li> </ul>	<p>2nd-Level interviews are not required; if conducted, the committee consists of the following:</p> <ul style="list-style-type: none"> <li>• Supervisor of the position</li> <li>• Members of the 1st-level committee (optional)</li> <li>• Additional members may be appointed at the executive, senior, or other administrator's discretion</li> </ul>



‡ For these positions, except where otherwise indicated, constituent group representatives are appointed by the leadership of their representative constituent groups (e.g. classified employees are appointed by the CCE/AFT Executive Council; students are appointed by the Associated Student Group leadership; faculty are appointed by the Faculty Senate, and administrators by the Administrative Association and CAST reps are appointed by CAST Executive Council). Constituent groups may appoint at-large representatives if volunteers are not available in designated areas.

Ψ For these positions, interim Vice Presidents who are not applying for the position in question may serve on 2nd-Level Committees.

2. **Verification of Committee Composition:** HRS verifies compliance of selection committee membership with applicable Board policies and procedures.
3. **Diversity:** Per Title 5, 53024.e, “Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.” The selection committee should be balanced in its diversity and, to this end, will seek representation from under-represented groups whenever possible.
4. **Confidentiality:** Each participant in the hiring process is responsible for maintaining the confidentiality of all aspects of the selection process, including written materials, oral discussions and any other information that relates to the selection process. Such information may be shared only with members of the Selection Committee, HRS, and the administrators involved. Confidentiality must be maintained permanently, except when otherwise required by law.
5. **Training:**
  - a. Prior to participating as a selection committee member, members must receive training on the selection process. Such training must occur within one year prior to serving on a selection committee. HRS shall provide selection committee training. See the Selection Committee Training materials available through HRS.
  - b. Training shall include the philosophy and commitment to staff diversity as outlined in the District’s Equal Employment Opportunity Plan and BP/AP 3000 titled Antiracism, and this training should be inclusive of diversity and the impact of bias on the selection process, the roles and responsibilities of all members of the selection committee, the selection process, interview procedures and techniques (including guidelines on appropriate follow-up questions and reference checks), and the confidentiality of the selection process.
6. **Responsibilities:**
  - a. The Committee Chair/Co-Chairs is/are responsible for:
    - Ensuring that all committee members maintain sensitivity to and understanding of the diverse backgrounds and experiences of applicants throughout the hiring process;

- Ensuring compliance with District policies and procedures in conjunction with the hiring process;
  - Coordination of calendars to ensure participation of all committee members, including the Compliance Officer;
  - Coordination of candidate interviews with HRS;
  - Maintaining committee records;
  - Performing other duties determined by agreement with the committee;
  - Obtaining an interview assistant/proctor and providing them with the necessary documents to assist with interviews.
- b. Voting Committee Members responsible for:
- Maintaining sensitivity to and understanding of the diverse backgrounds and experiences of applicants throughout the hiring process;
  - Complying with District policies and procedures in conjunction with the hiring process;
  - Identifying selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college;
  - Developing job-related interview questions and ideal answers, to distinguish candidates who will best meet the needs of students, the department and the District in the position;
  - Developing at least one question to evaluate applicants' sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college;
  - Recommending the allotted time for the interview/interview components;
  - Developing the teaching demonstration, skill test, and/or presentation and scoring rubrics;
  - Deciding the modality of the interviews, the modality must be the same for all candidates at each level;
  - Individually screening all applications forwarded by HRS to select candidates for interview using the pre-approved screening criteria and rubric, completing screening forms for each applicant;
  - Selecting candidates for interviews;
  - Interviewing selected candidates using the pre-approved questions;
  - Selecting finalists to forward to the second-level interview.

The voting members of the Selection Committee recommend an unranked list of finalists for consideration. All of the finalists recommended must be fully acceptable to the Committee.

- Choosing members who will serve on the second-level Selection Committee if applicable (see “second-level Selection Committee Formation” section for details);
  - Choosing member to perform reference checks in accordance with the reference check guidelines provided by HRS;
  - Completing and submitting the HRS interview report, using specific job-related reasons for why a candidate was/was not chosen.
7. Attendance: All members of the Selection Committee, including the Compliance Officer, must be present for all meetings, interviews and deliberations. If a voting member of the committee misses any part of an interview or deliberation, the committee member is ineligible for further participation in the hiring process. The committee may conduct some pre-interview committee work electronically (i.e., via email).
  8. The Compliance Officer’s Role: A Compliance Officer, appointed by HRS, is required to serve on each selection committee. It is the responsibility of the Compliance Officer to observe and monitor the hiring process to ensure equity, objectivity and consistency for each applicant and to serve as a non-voting resource person to the selection committee(s). The Compliance Officer must be present during all meetings of the hiring committee and included in all hiring committee emails and in whatever platform hiring communications are conducted (e.g., Microsoft Teams).
  9. Interview Assistant/Proctor’s Role: The Interview Assistant/Proctor is responsible for maintaining confidentiality, proctoring the applicable skills test(s) and question review, and escorting the interview candidates to the appropriate question review/testing and interview locations.

#### **D. Background Checks**

Policies and procedures governing applicant background checks are as outlined in AP 7337 titled Fingerprinting and AP 7126 titled Applicant Background Checks.

#### **E. Reference Checks**

Reference checks are required for all positions. HRS will provide the committee chair with reference check guidelines and sample questions designed to assist committees in conducting reference checks. Reference checks should include an assessment of the extent to which the candidate demonstrates sensitivity to and understanding of the diverse academic,

socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**F. Interviews**

1. Practical Skills, Demonstrations and Testing: The initial interview process may involve skills testing and performance demonstrations appropriate to the position. All skills tests and performance evaluation processes must be approved in advance by HRS and follow applicable administrative procedures.
2. Interviews are conducted as outlined in Tables 3 and 4. Interviews may be conducted in-person or via a telecommunication format used by Human Resource Services (i.e. Zoom).
3. In the event a selected applicant declines the position or is otherwise unable to be employed in the position, the qualified applicant pool for any posted position may be utilized for up to 90 days after an offer of employment has been extended.

**Table 4. Positions Requiring Second-Level Interviews and Specific Second-Level Interview Components.**

	<b>Vice Presidents</b>	<b>Directors</b>	<b>Deans</b>	<b>Faculty</b>
Open Forum	X (required)			See AP 7120A
Site Visits	X (optional)		X (optional)	
Reference Checks between 1st and 2nd level Interview	X (required)	X (required)	X (required)	

4. Final Administrative Interviews: The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the Superintendent/President’s discretion to arrange additional interviews or meetings with appropriate campus constituencies.
5. Joint Selection Committee for Full-Time Faculty 2nd Level Interviews: The Superintendent/ President considers input from each committee member and works towards consensus as much as possible in making the final selection. The Superintendent/President will make the final recommendation to the Governing Board. See AP 7120A.

**G. Travel Expenses for Interview Candidates**

1. Interview candidates who must travel 150 miles or more one way from their

residence to the District are eligible for reimbursement with proper verification.

2. The District may reimburse candidates for first-level interviews contingent on funding and will reimburse candidates for second-level interviews.
3. All expense documentation must be submitted to HRS within 30 days of completing travel. Only original receipts shall be accepted as proper travel expense documentation for reimbursement purposes.
4. Reimbursement is limited to \$1,000.00 to cover the travel costs incurred by the candidate on behalf of themselves only. Allowable travel costs and associated processes will be provided to eligible candidates and shall follow the appropriate administrative procedure.

**H. Deliberation and Selection Process**

1. Deliberations: For all positions, after interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates. Deliberations and any selection decision must be based solely on the job-related qualifications of each candidate.
2. For positions with only single-level interviews, or for the final interviews, in addition to forwarding the candidate(s) recommended for hire, the committee may choose to forward one or more candidates as alternates whenever possible.
3. For positions requiring second-level interviews, a minimum of two unranked candidates must be forwarded. Exceptions require the approval of the Superintendent/President or designee. Where an exception to the minimum candidates is not warranted, the original applicant pool may be revisited for potential candidates and the position recruitment may be extended or reposted.
4. Table 5 below outlines the alternatives where there are insufficient finalists for a position.

***Table 5. Actions and Required Authorization for Insufficient Position Finalists for non-faculty positions.***

<b>Authorized Action</b>	<b>Deciding Authority</b>
Cancel the recruitment	Responsible administrator
Authorize a single candidate	Superintendent/President or designee
Review the applicant pool again	Responsible administrator and the 1st Level Committee

Extend 1st screening duration or repost	Responsible administrator and the 1st Level Committee, subject to HRS approval
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5. Selection: The voting members of the Selection Committee shall work toward consensus as much as possible in making the final decision in selecting the finalist(s) to whom the tentative offer of employment will be extended. Final selection is the sole responsibility of the Superintendent/ President and is subject to Governing Board approval. See BP 2430 titled Delegation of Authority to the Superintendent/ President and BP/AP 7110 titled Delegation of Authority.
6. If none of the finalists are selected for hire, the Selection Committee and the appropriate administrator will:
  - a. Review information regarding the recommended finalists and/or the nature of the position; and/or
  - b. Review the interview pool to ensure that other potential finalists have not been overlooked; and/or
  - c. Recommend that the search be extended and/or reopen the position.

**EMPLOYMENT OFFERS**

**A. Conditional Offers:** All employment offers are conditional pending satisfaction of pre-employment requirements, including submission of required documentation and forms, background and/or reference checks, fingerprinting, proof of eligibility for employment, tuberculosis (TB) risk assessment and certificate of freedom from communicable disease (see BP/AP 7330 titled Communicable Disease) and Governing Board approval. All conditions of employment must be met prior to employment.

**B. Pre-Employment Requirements:**

1. Physical Examination: Depending on the nature of the position, a pre-employment physical examination may be required to ensure sufficient fitness for the duties associated with the particular position. See BP 7335 titled Health Examinations.
2. Criminal History-Live Scan Verification: All offers of employment are conditional pending receipt of satisfactory criminal history reviews via Live Scan. See: AP 7337 titled Fingerprinting.
3. Official Transcripts: Official transcripts for degrees awarded and coursework taken as indicated on the application are required. Coursework and degrees that are completed outside of the United States are required to have transcripts evaluated (evaluation to U.S. equivalency and a course by course analysis) by an appropriate U.S. credentials evaluation service.
4. TB Risk Assessment: A person shall not be initially employed by Palomar

College unless the person has within the last 60 days submitted to a TB risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination to determine that he or she is free of active tuberculosis (California Education Code Section 87408.6). This verification must be renewed every four years.

**C. Conditional employment offers are made as follows:**

1. HRS will make the tentative employment offer for all positions except the following;
2. For full-time faculty positions, the appropriate dean will make the offer;
3. For dean positions, the appropriate vice president will make the offer; and
4. For vice-president positions, the president will make the offer.
5. HRS coordinates all necessary intake and orientation procedures and extends the formal job offer after completion of all pre-employment requirements.

HRS shall retain all applications and recruitment materials on file for four years.

Also see BP/AP 3410 titled Nondiscrimination; BP/AP 3420 titled Equal Employment Opportunity; BP/AP 7211 titled Faculty Service Areas and Competencies, BP/AP 4015 titled Minimum Qualifications and Equivalencies; AP 7126 titled Applicant Background Checks; AP 7120A titled Faculty Recruitment and Hiring Procedures; BP/AP 3000 titled Antiracism; BP/AP 2510 Participation in Local Decision Making; BP 2430 titled Delegation of Authority to the Superintendent/President; BP 2510 titled Participation in Local Decision Making; BP/AP 7110 titled Delegation of Authority; BP/AP 7330 titled Communicable Disease and AP 7127 titled Restrictions Governing the Employment of Applicants with Criminal Records.

Office of Primary Responsibility: Human Resource Services