Pathways to Los Rios

-- A resource for applicants, providing insight into the Los Rios Community College District recruitment process, from completing the application to post-interview for Classified (support staff) Positions
First Step: The Application

Why is the application so important?

- Because this is your chance to show why you are qualified for the position, and your shot to get an interview!
Completing the Application…..
Our Top Tips

- Applications are available to apply to online at www.losrios.edu
- Use short, concise, to-the-point sentences.
- Emphasize experiences that best reflect the job duties.
- Begin sentences with action verbs when appropriate.
- Do not lie – you can risk your opportunity to ever work with that employer, at the minimum.
- Include a letter of interest (or cover letter) – use this letter as an instrument to introduce yourself to the screening / interview committee.
Completing the Application….Our Top Tips (cont.)

- Read the instructions carefully. Employers notice when you do not follow instructions, and this can reflect on your abilities.
- Read the job posting carefully, and communicate your skills that lend to this position.
- Check for spelling and grammar mistakes. Compose your answers first in a word processing program so that you can take advantage of the spelling and grammar correction functions. Ask someone else to read your application. We can almost guarantee they will spot things you haven’t.
Completing the Application….Our Top Tips (cont.)

- Answer every question on the job application form. If no answer is needed, write “N/A”. Again, it shows you have taken your time, read every question and checked the application form. We often see applications with important information missing that was needed to screen for minimum qualifications.

- A word on references – employers are preferred, but you can also use teachers, coaches, counselors, or people you have done volunteer work with (no relatives, please). And always get permission from your reference first.
Completing the Application: Answering the Equal Opportunity Question

One of the questions you are required to answer with Los Rios CCD is:

“As an equal opportunity employer with a diverse staff and student population, the Los Rios Community College District is committed to creating an inclusive and effective teaching and working environment for all. What contributions are you most proud of that exemplify your awareness and sensitivity towards promoting an inclusionary environment? What have you learned working with diverse populations?”

This is an important value to our district, and careful consideration should be given to this question. The following slides include three sample responses to this question which are reflective of our culture.
Completing the Application: Explaining Separations

- Negative phrases like “I quit,” “I was fired,” and “I was terminated” can be regarded as red flags. You always want to be truthful, but positive – and avoid saying anything negative about a past employer. Below are some more positive ways to explain separations:

  - Job ended
  - Career advancement
  - Return to school
  - Relocated to an area with greater economic potential
  - Career change
  - Will discuss in interview
  - Involuntary separation

  - Downsized
  - Seasonal/temporary employment
  - Company closed
  - Left for advancement potential
You’ve Applied: The Waiting Game

• While applying, you probably read this:

  “Thank you for your interest in this position. As the district uses hiring committees for each position, please be aware that the process may take approximately 6-8 weeks from the closing date of a posting before you receive notification of whether or not you were selected for an interview. Those qualified applicants who are to be interviewed will be contacted by a Human Resources/District representative; those not selected will receive an email notification as soon as this decision is made.”

• Why so long? (next slide)
You’ve Applied: The Waiting Game

- To assure the most equitable and fair recruitment process possible for all and in the strong spirit of shared governance experienced in our District, committees representing all interests are utilized for each step of the process, including reviewing applications, developing interview questions, selecting those to be interviewed and interviews.

- Coordinating committees can add time to the process, however, our District feels we have a strong hiring process that serves the best interests of all involved.
What’s Happening While You Are Waiting…

- Applicants not meeting minimum qualifications notified immediately via email by Human Resources.
- The hiring department appoints interview committee members who then develop screening criteria that generally includes:
  - Training/Experience
  - Education
  - Experience with diverse communities
- Committee members independently screen and rank each application.
- Committee members tabulate results and the top candidates are invited for an interview.
You Didn’t Get An Interview?

- Don’t be discouraged. Keep in mind that some pools are more competitive than others – keep trying!

- Take the time to review your application materials with the job description in mind – make sure your application reflects the qualifications for the posting you are applying for.
  
  (See next slide for location of detailed Job Descriptions for classified positions)
Detailed Job Descriptions

LOS RIOS
Community College District

Human Resources Services

Welcome!

Welcome to the Human Resources Office of the Los Rios Community College District. Our department is dedicated to serving the employees of the district and job seekers within the community. We are glad that you are interested in serving the students of our district. Please take a moment to familiarize yourself with the many resources available on our website.

Applying for Positions at LRCCD:

- Application Attachment Cover Sheet
- Applying Online Overview (please review before applying for any position)
- FAQ about applying

About Human Resources:

- Contact HR
- District Telephone Directory
- HR Directory
- HR Organizational Chart

Leading the Way to a Successful Future
Join a Community of Colleges
You Got An Interview!

- Make sure you got all the needed information about the interview:
  - Date
  - Time
  - Location
  - Directions
  - Contact name/number
  - Time to review interview questions
  - Oral presentation topic and duration, if applicable
  - What, if any, technology will be available
  - Skills demonstration duration
  - Campus tour availability
You Got An Interview!

- Time to do a little homework... what do you know about the district, college, students and community served? Some resources to check:
  - www.losrios.edu
  - District’s vision/mission/values
  - Course catalogs
  - Class schedules
  - Student demographics
  - Educational goals
  - Student newspaper
  - Student service programs – LRC, DSPS, EOPS, MESA
  - Visit the campus
The Interview Process

• **Question Review:** Candidates will generally be given a designated time to review the interview questions.

• **Oral Interview:** A panel interview in which the same standardized questions are asked of each candidate.

• **Oral Presentation:** Part of the oral interview in which each candidate presents a topic to the interview committee – generally 10-15 minutes (not for all positions).

• **Skills Demonstration:** A timed demonstration of the candidate’s skills directly related to the job description.
The Interview Process

Important Tip

- Interview panels are often composed of a large group of people asking the same standardized questions of each candidate. While possibly appearing impersonal, this practice is designed to assure equal treatment of each interviewee.
The Interview Questions

- The three basic questions every candidate should be prepared for:
  - **Opening**: Tell us about yourself. What makes you uniquely qualified for this position? What are your qualifications for this position?
  - **Diversity**: What experiences have you had with working in an ethnically diverse environment?
  - **Closing**: Is there anything else about yourself you would like to share with the committee?
The Interview Questions (cont.)

- Oral interview questions tend to fall into broad categories:
  - **Educational and Experience Background**: Determining how the candidate’s background is consistent with the job description.
  - **Work Habits**: Ascertaining the candidate’s ability to work as part of team and meet deadlines with quality work.
  - **Diversity**: Determining the candidate’s ability to work productively with a diverse faculty, staff and student population.
Interview Tips

- Allow plenty of time to arrive at the interview
- Make notes during question review and use them during your interview (notes are okay).
- Take a moment to organize your thoughts before answering a question (it’s not as long as it seems) – be specific and don’t ramble.
- Ask for clarification of a question you don’t understand.
- Use good body language and maintain eye contact.
- Presume the committee members know nothing about you – in the interview, they will be rating you only on how you respond to the questions, so do not assume they have read about it in your application materials and skip sharing important information.
The Interview: Skills Demonstration

- Some interviews may include a demonstration of the candidate’s skills relating directly to the specific job duties (you will be told when the interview is scheduled).
  - Topic/Subject is sometimes not provided in advance
  - Typically 15-30 minutes long
  - If a writing sample:
    - Organize your thoughts and write clearly
    - Present a logical order to your composition
    - Don’t make it overly long
    - Use spell check and proofread
The Interview: Your Closing

- This is your last opportunity to make a good impression, and provide the interview committee with a glimpse of your personality.
- If you are asked at the end of the interview if there are any additional information or questions for the committee, take the opportunity to share information you feel you may have left out of a previous answer.
- End the interview with a statement about your interest in the position and your commitment to making a positive contribution to the department and institution.
What Happens After the Interview

- Committee members independently and confidentially rank candidates in order of preference before any discussion.
- The committee chair and equity representative score the rankings to determine the composite top candidates.
- Strengths and weaknesses of each finalist are discussed and the top three candidates referred to the Vice President.
- Second interviews may be called.
- References are checked.
Thank you, and good luck!