



# Human Resources Informational Flyer #10

## Hiring Committee Frequently Asked Questions



### Questions and Answers

- 1. If an applicant submits transcripts from a foreign university, who is responsible for checking to see that the university is accredited?**

Human Resources will check for accreditation during the minimum qualification screening process. If a college / university is not accredited, an Equivalency Verification form will be attached.
- 2. Who checks on specialized colleges such as art institutions in terms of accreditation?**

Human Resources will verify accreditation of specialized colleges during the minimum qualification screening process. As with foreign universities, an Equivalency Verification form will be attached if a specialized college / university is not accredited.
- 3. Are applicants with felony convictions consistently screened out and why?**

Applicants with felony convictions shall be individually evaluated based on the requirements of the position and the nature and gravity of the offense(s), time that has passed since the offense(s), and the nature of the sought or held.
- 4. When and what information can a hiring committee member share regarding an interview candidate?**

Hiring committee members may share personal information regarding an interview candidate during the debrief session with the College President/designee. This information must be first-hand (something actually seen, heard or witnessed by a committee member). Anecdotal information from outside sources or second-hand information cannot be shared.
- 5. Are applicants screened out if they do not submit unofficial transcripts with their application packet?**

Human Resources will screen out applications that are missing the appropriate transcripts. All applicants, including Los Rios employees, must submit unofficial transcripts with their application packet. Please note that graduate advising documents and grade reports will not be accepted as unofficial transcripts.
- 6. Can a Los Rios employee obtain copies of his/her unofficial transcripts from his/her personnel file?**

Per collective bargaining agreements, Los Rios employees may request copies of documents from their personnel file. However, requests will be subject to the time requirements and applicable charges provided for in each collective bargaining agreement.
- 7. Who determines the minimum qualifications for the positions?**

Management / Faculty: Minimum qualifications for certificated positions are established by the Board of Governors of the California Community Colleges and published by the California Community College Chancellor's Office in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook.  
Classified: Minimum qualifications for classified positions are outlined within the official job description as negotiated between the respective collective bargaining unit and the District.
- 8. Who is ultimately in charge of a hiring committee?**

While being supported by the Equity Representative, the Committee Chairperson is ultimately responsible for the hiring committee. The Vice Presidents monitor all hiring and serve as a resource for the Chairperson and Equity Representative.

**9. What is the role of the Equity Representative on the committee?**

The role of the Equity Representative is to ensure nondiscrimination and equal treatment of any individual on the basis of ethnicity, race, color, gender, disability, age (over 40), national origin, ancestry, sexual orientation, political affiliation or belief, parental status, or marital status through the screening and interview process. [Please see the Equity Handbook (March 2006) for additional information.]

**10. Who is in charge of monitoring the hiring process at the college level?**

It is the role of the Equity Officer to monitor the hiring process at the college level. While not participating on every hiring committee, the Equity Officer relies on the Equity Representative on each committee to keep him/her apprised of any potential matters of conflict.