



The Evergreen State College
Olympia, WA

Classified Recruitment Process

Policy: The Evergreen State College will recruit, retain and support an outstanding, diverse, vital and dedicated faculty and staff.

Contract Language:

Collective Bargaining Agreement 2005-2007 (CBA 05-07) Article 3: *“The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The Employer can fill a position on a full-time or part-time basis. When filling positions, the Employer will consider employees on the appropriate layoff list and the most senior candidate on the internal layoff list with the required skills and abilities who has indicated an appropriate geographic availability will be appointed to the position. If there are no names on the internal layoff list, the Employer will consider internal promotional, transfer, and voluntary demotion candidates prior to consideration of external candidates, all of whom must have the skills and abilities to perform the duties of the position being filled. Positions will be posted for at least ten (10) calendar days.”*

Procedure:

I. Developing Position Information and Recruiting Strategy

1. The Appointing Authority or designee will write or revise a Position Description which defines the position using the approved Position Description form with emphasis on:
 - Purpose
 - Essential functions
 - Skills and abilities needed to perform duties
 - Performance expectations
2. The Appointing Authority will submit a Personnel Request Form and Position Description to the Human Resource Services Office (HRS) for review.
3. Using current data established by each division, each Vice President, in consultation with the Office for Equal Opportunity, will be responsible for establishing and communicating the current Affirmative Action goals for their division.
4. HRS will review the Position Description, determine job classification and create an applicant tracking file, which includes established Affirmative Action goals.
5. *“When filling positions, the Employer will consider employees on the appropriate layoff list and the most senior candidate on the internal layoff list with the required skills and abilities*

who has indicated an appropriate geographic availability will be appointed to the position.” (CBA 05-07 Article 3.1) If this is the case, skip to section V. The Hire.

6. When no layoff candidates are available, HRS may check for an existing qualified candidate pool. If a qualified pool exists for the job, HRS may check the availability of potential candidates and evaluate the diversity and viability of the qualified pool. HRS may conduct additional recruitment to supplement the pool.
7. If appropriate, HRS will make a referral of certified candidates. If this is the case, skip to section IV. Interview and Selection.
8. The Appointing Authority, or designee will meet with HRS to:
 - Review the Affirmative Action goals
 - Develop and define the recruiting strategy, which may be either open competitive or internal only
 - Develop a job announcement and application materialsAs needed, the Appointing Authority may meet with the Special Assistant for Diversity Affairs and/or their Vice President to discuss recruitment issues and strategy prior to starting the hiring process.
9. HRS will post the official job announcement and place advertisements.

II. Search Committee

1. The Appointing Authority or designee in consultation with HRS will select a Search Committee with membership that strives to include:
 - Diversity
 - The Appointing Authority or designee
 - An HRS Representative (full member or consultant)
2. The Appointing Authority, or designee and HRS will prepare and conduct a briefing for the Search Committee which will:
 - Identify essential functions, skills and abilities and priority elements of the position
 - Explain nondiscrimination and other legal guidelines
 - Review the commitment to Affirmative Action and equal opportunity
 - Outline the expectations and role of the Search Committee
3. The Appointing Authority or designee and/or the Search Committee will determine the interview process (phone, community and/or committee), develop interview questions and create evaluation criteria based on the skills and abilities required to perform the essential functions of the position.
4. HRS will review and approve the interview questions and evaluation criteria for skills and abilities required to perform the essential functions of the position, effectiveness and nondiscrimination.

III. Application Review, Screening and Certification

1. Applicants will complete a Key Skills and Abilities Inventory (KSAI) form as part of their application for employment. Each KSAI form will generally consist of no more than five KSAI sections that applicants will use to identify the level of job related skills and abilities they possess. Each section will contain skills and abilities that are

necessary for incumbents to perform the essential job functions, including the ability to effectively work within a culturally diverse community.

2. An HRS Representative or designee will review each applicant's KSAI. Each of the KSAI sections will be scored and recorded individually.
3. A qualified pool of applicants will be the result. If HRS determines that the pool is inadequate, HRS, in consultation with the Appointing Authority may consider additional recruitment.
4. HRS will update the applicant tracking record and notify each of the applicants.
5. The Appointing Authority or designee, in collaboration with an HRS Representative, will select KSAs for creating the certified pool (certification). Using the applications from the applicants in the qualified pool, the identified KSAI section scores will be combined to determine one certification score for each applicant.
 - Veteran's Preference will be given in accordance with RCW 41.04.010. The certified pool may contain up to twenty-five (25) applicants with the highest scores and all score ties.
 - Selective Certification: Qualified applicants who are members of specific affected groups (people with disabilities, Vietnam or disabled veterans, or persons over 40 years of age) will be added to the certified pool from the qualified pool of applicants when:
 1. An affirmative action goal exists for one or more of those affected groups; and
 2. The register contains qualified applicants from the affected group(s) who are not among the first 25 to be certified.
6. The certified pool will be referred to the Appointing Authority who "...will consider internal promotional, transfer and voluntary demotion candidates prior to consideration of external candidates..." (CBA 05-07 Article 3.1)

IV. Interview and Selection

1. The Appointing Authority or designee will identify applicants to interview from the certified pool.
2. The Appointing Authority or designee will work with an HRS Representative to review the list of applicants who have been selected for interview(s) to ensure:
 - Commitment to the college's Affirmative Action plan
 - Equal opportunity
 - Compliance with the 2005-2007 Collective Bargaining Agreement
3. HRS will update the applicant-tracking record.
4. The Search Committee will schedule and conduct interviews using the established interview questions and evaluation criteria. The Search Committee will discuss and document strengths/weaknesses of interviewees in order to identify finalists.
5. The Appointing Authority or designee and HRS will review the finalists for equal opportunity.
6. If necessary to reduce the certified pool to final recommendation size, the Search Committee may develop additional interview questions and evaluation criteria. HRS

- will review interview questions and evaluation criteria for skills and abilities required to perform the essential functions of the position, effectiveness and nondiscrimination.
7. If the Appointing Authority chooses to separately interview finalists, an HRS Representative may assist the Appointing Authority in developing job related questions and evaluation criteria.
 8. The Appointing Authority or designee will notify the HRS Representative of the finalist selected for possible employment offer. HRS will work with the Appointing Authority or designee to coordinate:
 - Reference checks
 - Credentials checks
 - Background checks
 - Notification to unsuccessful interviewees

V. The Hire

1. The Appointing Authority or designee and HRS may confer on salary to be offered; HRS will approve salary.
2. The Appointing Authority and/or HRS will make the job offer to the successful candidate.
3. HRS will prepare and issue the formal offer-of-employment letter.
4. On the first day of employment the Appointing Authority or designee will bring the new employee to HRS for the required paperwork. The Appointing Authority will ensure that the new employee receives and completes all required paperwork:
 - Personnel Action form (PAF)
 - I-9 (Human Resource Services Office)
 - Computer User Access Application form (Technical Support Services)
 - Parking permit and commuter information (Parking Office)
 - Keys (Key Issues Office)
 - College ID (Payroll)
 - STAR Bus pass (Payroll Office)
 - W4 (Payroll Office)
 - Benefits packet (Payroll Office)
5. The Appointing Authority or designee will notify applicants that were interviewed, but not hired.
6. The Appointing Authority, or designee will collect and return to HRS all:
 - Applicant files including all copies of applications
 - Committee notes, schedules, correspondences, questions, evaluation criteria, exercises and evaluation forms
 - Reference, credentials, background checks, notes and results
 - Confidentiality Statements
7. HRS will record the hire in the applicant tracking record.
8. HRS will schedule and conduct a New Employee Orientation.

9. HRS may work with the Appointing Authority or designee and Search Committee members to assess and evaluate the recruitment process.