

Recruitment

CHECKLIST – for Chair and Selection Committee

Date: _____

Recruitment: _____ Chair _____

- Perform a job analysis that identifies the major job duties and essential functions of the position (for assistance, contact Human Resources)
- Review, create, modify, or update a position description to accurately reflect duties and responsibilities of the position to be filled (for assistance, contact Human Resources)
- Include Student Learning Outcomes (for positions which directly support students an learning) or Administrative Services Outcomes (for positions in Administrative Services areas)
- Include updated physical requirements language (contact Human Resources)
- Review the salary range for the position (contact Human Resources)
- Budget: verify that funds are available
- Submit the position, whether new, newly vacant, or modified on a Cabinet Personnel Action Form through Human Resources and your Cabinet-level Director or Administrator
- For classified positions, if the job description has been updated, it must be submitted to CCCUE for review (contact Human Resources)
- Develop proactive, strategic outreach/recruitment plans to attract a diverse applicant pool
- Work closely with HR at all stages of the recruitment process to ensure that your needs and expectations are articulated accurately
- Verify that all of the members of the selection committee have completed the Selection Committee EEO Training (available online in MyCuesta under the Work Tab in Human Resources) prior to interviewing the candidates. This is a mandatory requirement under section 53003 of Title 5 of the California Code of Regulations.