

## **MPP RECRUITMENT**

### **Search Committee Process**

The search committee process begins with consultation between the Hiring Manager and Human Resources. Following confirmation of the position description, essential qualifications, MPP grade level and salary range, and concurrence by the Vice President and President, the position is posted for recruitment, a search committee is selected and an initial discussion is held between the Hiring Manager, Human Resources Manager and the search committee.

#### **The first steps to initiate recruitment**

The Hiring Manager shall:

1. Review position description and identify qualifications
2. Consult with Human Resources Manager to confirm MPP administrator classification level (I, II, III or IV) and appropriate hiring salary range
3. Complete MPP Position Request form and obtain Vice President's signature and President's signature for authorization to recruit
4. Initiate the on-line eRecruit process; Human Resources can provide assistance
5. Appoint Search Committee members (in accordance with Academic Senate Recruiting Policy 09-10 cFAC 8; May 18, 2010 as appropriate)
6. Schedule an initial "charge" meeting with the Search Committee in cooperation with Human Resources
7. Interview finalists following the Search Committee process
8. Determine the final selection
9. Prepare the recommendation for appointment

#### **Tips for the Hiring Manager**

1. A search firm may be appointed to assist the search committee particularly for "hard to hire" positions
2. In establishing a search committee (normally 3 to 7 members), consideration should be made for diversity and campus representation from faculty, staff and MPP especially from constituencies that may interact with the position (Note: adhere to Academic Senate recruiting policy 09-10 cFAC 8; May 18, 2010 as appropriate).
3. The Hiring Manager may or may not serve on the committee. If the Hiring Manager does not serve, s/he should maintain a close and ongoing consultative relationship with the Search Committee to reinforce qualifications and criteria for selection
4. The Hiring Manager has the discretion to cancel or initiate a new search in consultation with Human Resources.

## **Charge to the Search Committee**

During the initial discussion with the search committee, the Hiring Manager and Human Resources Manager shall present the following:

1. Purpose and key responsibilities of the position
2. Qualifications – required and preferred
3. Sample screening criteria and sample interview questions
4. Advertising and marketing resources
5. Search process ethics and conduct: confidentiality, non-discrimination, consistency, uniformity, equity, fairness, adherence to sound HR practices
6. Responsibilities for coordinating administrative arrangements including selecting a Chair for the search committee, scheduling interviews and visits to Campus
7. Comply with CSUEB Academic Senate Recruiting Policy 09-10 cFAC 8; May 18, 2010 as appropriate.

## **Role of the Chair of the Search Committee**

1. Act as liaison between the search committee and the Hiring Manager
2. Schedule interviews and visits to the campus
3. Coordinate background checks/reference checks on finalists (Hiring Manager may conduct reference checks as appropriate)
4. Compile all materials and notes prepared during selection process and forward to Human Resources at the conclusion of the process.

## **Screening Applicants**

Applicants must meet minimum qualifications stated in the position announcement. The search committee screens the applications and narrows the pool of applicants to semi-finalists. The search committee interviews and evaluates the semi-finalists and recommends the top 3-5 candidates as finalists. The Chair prepares a memo for the Hiring Manager with the names, strengths and weaknesses of the finalists.

## **Evaluation of Finalists**

The Hiring Manager shall interview the finalists and shall inform the search committee of the desired candidate prior to making a public announcement. The Hiring Manager shall submit the Appointment Recommendation form to Human Resources and, upon consultation with Human Resources, may make an informal job offer.

## **Offer of Employment**

The Human Resources Manager shall prepare the formal appointment letter for signature by the President. Terms of the offer of employment shall be consistent with the position announcement. No person shall be deemed officially appointed in the absence of a written offer which is signed and returned by the candidate. Once the position is filled, the Hiring Manager, Chair of the search committee or Human Resources Manager shall notify the unsuccessful finalists.