



Human Resources and California State University, Monterey Bay (CSUMB) MS in Instructional Science & Technology (MIST)



Human Resources Recruitment
and Exam Strategic Initiatives

The background of the slide features a fan of many thin, light-colored pages or documents fanned out from the top right towards the bottom left. On the left side of the image, there is a large, semi-transparent red abstract shape that overlaps the fan of papers.

The Hiring Process



The Hiring Process

CSUMB MIST program is developing a training to understand the complete process of hiring a candidate. Furthermore, the training will identify the role of Human Resources and the Hiring Manager.

This training will include the next steps in filling a vacancy:

- Legal Framework
- Requesting a Referral
- Discuss options for Filling a Vacancy (i.e. permanent, or interim)
- Discuss Recruitment and Exam Plan
- How to Complete a Job Analysis
- Developing Supplemental Questions
- Utilization of Outreach Advertisement Talent Acquisition Database (TAD) system

The Hiring Process

- Understand the process of screening applications and selecting Subject Matter Experts (SME)
- Conducting examinations if applicable (i.e. written, oral, performance exams)
- HR establishing Eligible List
- Final Selection Interview Process
 - Invite Applicants to Final Selection Interviews
 - Final Selection interview questions are prepared
 - Department Head identifies panel members
 - Assemble Final Selection Interview Packets
 - Conduct Final Selection Interview
 - Return HR Interview and Selection File Documentation



The background of the slide features a composite image of legal symbols. On the left, a pair of brass scales of justice sits on a wooden surface. To the right, a wooden gavel with a textured head and a smooth handle rests diagonally across a stack of three thick, white books. An open book with visible text pages lies in front of the scales. The entire scene is overlaid with a semi-transparent blue diagonal band that runs from the top left towards the bottom right. The title text is centered over the right side of the image, partially overlapping the books and the blue band.

Legal Framework for the Hiring Process

Legal Framework for the Hiring Process



To protect against charges of discrimination, the Department Head/Hiring Manager must adhere to sound, fair, and equitable hiring processes as mandated by the following:

- Federal Laws (Age Discrimination, Title VI, Veteran Preference Act, Pregnancy Discrimination, Americans with Disabilities Act, Civil Rights Act, Amended Title VII, etc.)
- State Laws (Fair Employment and Housing Act, California Labor Code etc.)
- County Policies (Sexual Harassment, Nondiscrimination, Reasonable Accommodation, Language Access and Effective Communication)

The Human Resources Department must preserve the integrity of the hiring practices through consistent and defensible methodology.



The background of the slide features a blurred image of a bookshelf with several books. A prominent red book spine is visible in the center. On the left side, there is a dark blue geometric overlay consisting of several overlapping diagonal shapes.

Options for Filling a Vacancy

Options for Filling a Vacancy



This training will support Department Heads and Hiring Managers in all departments to understand the timelines associated with each hiring method and will provide awareness of each type of hiring method.

Options to Fill a Vacancy may include the following:

- Temporary/Interim Selection
- Interdepartmental Transfer
- Countywide Transfer
- Flex Promotional
- Promotional Only
- Temporary to Permanent
- Open Competitive Process
- Existing Eligible List



Types of Recruitment



The following are types of recruitments:

- Regular
- Short
- Continuous
- Open Filing Period
- Open Until Filled



Avoiding Implicit Bias in the Hiring Process



Avoiding Implicit Bias in the Hiring Process

This training will provide a comprehensive awareness of Implicit Bias in all areas of hiring which includes but not limited to screening of applications materials, written exam, oral exam, performance exam, and final selection interviews to ensure an equitable process for all applicants. This training is a collaborative effort with the Human Resources Department (HRD), County Administrative Office (CAO), and Civil Rights Office (CRO).

The training will include the following topics:

- Overview of Implicit Bias
- Differentiate between implicit and explicit bias in the workplace
- Identify implicit bias during screening and interviewing of applicants
- Recognize how implicit bias can impact the hiring process
- Steps to reduce bias during the hiring process



THANK YOU

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