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

Human Resources Recruitment and Exam Strategic Initiatives

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

Legal Framework for the Hiring Process

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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.

Options for Filling a Vacancy

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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

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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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