



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DC-5 Candidate Evaluation: Staff Positions

APPROVED: August 1, 2024 **REVISED:**
Year of last review: 2024
AUTHORIZING BOARD POLICY: DC

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of Human Resource Management and Compliance

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline the process for filling full-time staff position vacancies.

PROCEDURE:

I. Purpose of the Evaluation/Hiring Process

The purpose of the evaluation process is to identify the candidate who is best qualified to fill the full-time staff position. This determination is facilitated by a thorough review of experience, education, potential, and quality of past performance of all the applicants for the position, with all parties involved in the evaluation process being mindful of their responsibility to provide equal employment opportunity to each applicant regardless of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity of the applicant.

II. Responsibilities

- A. President - The President has the responsibility and the authority to select candidates, hire, and report on such hires to the Board of Trustees. Individuals involved in the candidate evaluation process assist the President in making his/her selection and salary decisions. All selections will be approved by the President and reported to the Board.
- B. Position Coordinator - The Executive Director of Human Resources or their designee is designated as the Position Coordinator for position vacancies. The Position Coordinator is responsible for administrative management of the evaluation/hiring process, to ensure that the process is conducted in accordance with applicable law, policy, and applicable procedures, including the collection of all required position evaluation documentation. The Position Coordinator is not involved in the evaluation of candidates. The Human Resources Department will additionally be responsible for:
 - 1. Drafting/finalizing the recruitment materials.
 - 2. Reviewing/finalizing /approving the Evaluation/Hiring Committee membership.
 - 3. Drafting/finalizing evaluation rating from materials.
 - 4. Coordinating hotel accommodations with candidates from out of town, if applicable.
 - 5. Conducting a review of the evaluation process after a selection has been made.
 - 6. Corresponding with the applicants.
 - 8. Assuring the completion of the evaluation process.
 - 9. Determining salary placement.
 - 10. Extending the offer of employment.
 - 11. Conducting criminal background checks (CBC), motor vehicle record (MVR) checks, and/or drug screenings, as applicable.
 - 12. Preparing the action for Board agendas.

C. Evaluation/Hiring Committee – The Evaluation/Hiring Committee (the Committee) will generally be comprised of the supervisor and at least two other individuals who are professionally competent to evaluate applications and supporting credentials for the position being filled. When deemed appropriate by the supervisory chain, community representatives may be integrated into the Committee to provide an enhanced perspective or serve as subject-matter expert. When utilized, community members may be integrated fully into the evaluation/hiring process and will have the same responsibilities as Committee members from the College. Each participant is responsible for the following:

1. Attending the orientation meeting (mandatory for every Committee member).
2. Individually evaluating application materials submitted by each candidate.
3. To avoid any potential conflict of interest, the Evaluation Committee Members should not write or submit a written letter of recommendation on behalf of their respective applicants who are deemed co-workers. In cases where the letters were written before the Committee was approved and convened, the letters will be removed from the hiring packet.
4. Reviewing/evaluating applications of candidates and recommending top candidates for interview.
5. Developing questions to be used in the candidate interviews.
6. Participating in the candidate interviews.
7. Completing a Final Candidate Evaluation form for each candidate as a Committee.

D. Supervisor - The immediate supervisor (or his/her designee) of the position to be filled is responsible for the following:

1. Reviewing the job description for accuracy and providing input for changes, if necessary.
2. Providing input for the position posting.
3. Recommending members to serve on the evaluation/hiring Committee.
4. Ensuring that all Committee members view the orientation video.
5. Evaluating applications of candidates; review initial evaluations by Committee members.
6. Selecting candidates to be interviewed; verify required education and experience.
7. Coordinating and scheduling the specific interview sessions with the candidates.
8. Conducting mandatory reference checks required for candidates (internal and external) that are recommended for employment. At least one form must be submitted.
9. Ensuring that appropriate questions are developed for use during the interviews and that all applicants are asked the same questions during the interview.
10. To avoid any potential conflict of interest and ensure the integrity of the hiring process, the Hiring Supervisor (or designee) is prohibited from writing or submitting a written letter of recommendation on behalf of their respective applicants.
11. Participating in candidate interviews.
12. Ensuring that all evaluation/hiring documents are complete and returned, along with a copy of all questions used in the interview process, to the Human Resources Department.
13. Make recommendation for employment (or for other final action regarding the applicant pool, such as to re-advertise or not to hire anyone from the pool).
14. Generating the Personnel Action Record (PAR) for the recommended candidate(s).

III. Confidentiality

Except as required by law participants in the hiring process must maintain strict confidentiality of this evaluation process, both during and after the conclusion of the process. The following types of information are deemed confidential, unless otherwise required by law:

1. Names of applicants.
2. Information included in application materials submitted by an applicant.
3. Evaluation opinions and judgments discussed during Committee deliberations, reflected on evaluation documentation forms, or other intra-college memoranda.

Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the evaluation process. If a participant has a question or concern about the process, he/she should discuss the issue with the Committee chair responsible for the evaluation/hiring process or with the Position Coordinator. Participants must sign the Confidentiality Agreement at the beginning of the evaluation/hiring process.

It shall be the sole responsibility of the President's Office or the Employee Relations Department to accept any request for information as well as to release any information or documentation regarding the evaluation/hiring process.

Certain documents used or generated during this evaluation process may be subject to release in accordance with provisions of the Texas Open Records Act, attorney general opinions, or other legal authority. The potential release of documents does not relieve the participants in this evaluation process from the responsibilities set out above, unless otherwise required by law.

IV. Narrative of Procedural Steps

A. Requisition

1. An electronic Personnel Requisition (PR) is completed in the Applicant Tracking System by the Supervisor and processed through administrative queues. The Requisition should be submitted as soon as the vacancy is known or anticipated.
2. Supervisor reviews the job description for accuracy (i.e. educational requirements, experience, levels of responsibility, etc.). The qualifications used in the position posting and on all evaluation/hiring forms are derived from the most recently approved job description. The Supervisor is responsible for submitting specific criteria to be used in the formulation of the job posting based on the description and evaluation factors for the position.

B. Position Posting – The position posting is prepared by the Employment Services Office of the Human Resources Department in coordination with the appropriate Supervisor or Cabinet Officer.

C. Posting Distribution – Administrative Staff, Professional Staff, and Classified Staff position vacancies are placed on the College's website for review and to apply. In addition, position vacancies are placed in publications deemed appropriate by the Supervisor and/or the Human Resources Department.

D. Checklist Dates – The Position Coordinator, in coordination with Supervisor or Cabinet Officer, may establish timelines for completing the selection process.

E. Release Posting – Upon finalization and in coordination with the Supervisor, the Human Resources Department Releases the posting.

F. Recommendation of Committee Participants – The Supervisor should provide a recommendation on the composition of the Committee in accordance with the guidelines below and forward same through administrative channels, to include the Department Administrator, to the Human Resources Department. (Normally, this recommendation is forwarded soon after the position is advertised).

G. Committee Participant Composition Guidelines:

1. Selection of Committee members will be coordinated by the position vacancy Supervisor and approved through administrative channels, including the Department Administrator. The Position Coordinator is responsible for reviewing the composition of the Committee to ensure the representation of the College's employee categories and/or job functions or responsibilities. If a Committee recommendation fails to achieve the appropriate balance, The Position Coordinator will offer a recommendation to the Supervisor/ Department Administrator which will assist in achieving a more appropriate balance.
 2. Criteria for Committee membership will include appropriate representation from various areas of the College and will reflect relevant working interface relationships between Committee members and the position vacancy. As an option, individuals from the Community may be integrated, if competent to evaluate technical/professional qualifications, overall knowledge, and abilities of the candidates, in addition to understanding the work responsibilities of the position.
 3. Unless an exception applies, all Committee members must be currently employed, full-time staff members. Note: For vacancies where technical expertise may be required or where another perspective may be beneficial to the evaluation/hiring process, other individuals from the College or from the Community possessing the required skills may be invited to participate in the selection process. These exceptions will be approved by the appropriate Department Administrator. When a member of the Community is appointed to serve on the evaluation Committee, he/she will have the same responsibilities as Committee members from the College.
 4. For Cabinet-level position vacancies, the Committee will normally include representation from each Cabinet division.
 5. The minimum number of Committee members consists of three, including the immediate supervisor of the vacant position.
- H. **Notify Committee Members** – Upon approval of the Committee, including the review by the Position Coordinator, the supervisor will officially notify Committee members of their appointment to serve on the Committee.
- I. **Evaluation/Hiring Criteria**
1. The Evaluation/Hiring Criteria form is used as a guide to determine if the applicants have the required experience, education and ability for the position. The Position Coordinator will develop this form from the posting.
 2. Each Committee member will record their evaluation regarding each candidate. Each Committee member, using the Evaluation/Hiring Criteria, will score each applicant using the College's Rating System in the applicant tracking system (EPCC Café).
- J. **Receive Applications** – All applications must be completed and submitted through the El Paso Community College Applicant Tracking System to the Human Resources Department to be considered.
- K. **Acknowledgments/Requests for Additional Information** – Incomplete applications will be automatically disqualified by the system. Transcripts are a requirement for all positions requiring college coursework. The supervisor may recommend additional documentation to be required. Additional documents may be a cover letter, resume/curriculum vitae, or letters of recommendation. Upon request submitted by the Supervisor to make additional

documentation a requirement, the Supervisor will be notified that such additional documentation also will disqualify candidates from the applicant pool, if not submitted.

- L. Application Deadline – The Position Coordinator will establish the application deadline date. The application deadline will be in accordance with established recruitment guidelines. The application deadline should also take into consideration the release dates of the publications selected for the recruitment.
- M. Supporting Documents – The Human Resources Office will ensure that the required documents are attached. In addition, the submitted documents will be attached to the appropriate applications.
- N. Applicant Pool - The Supervisor will either accept the pool and proceed with the evaluation process or reject the pool and recommend how to proceed.
- O. Orientation Meeting – The Supervisor will schedule an orientation meeting with the Committee and will play the video containing the information listed below. The meeting will usually be held after the application deadline, and the applicant pool materials and hiring documents are prepared. Note that in some special cases the meeting may be held prior to the deadline.

The video will include, as a minimum, the following:

1. Review Procedure
2. Responsibilities
3. EEO considerations
4. Confidentiality
5. Criteria for evaluation
6. Use of forms
7. Group decision-making process
8. Specifics regarding qualifications of vacancy (by supervisor)
9. Discuss timelines
10. Guidelines for interviewing

- P. Initial Evaluation – The purpose of the initial evaluation is to identify all applicants who are qualified and who are deserving of further consideration. Each Committee member will complete an evaluation for each applicant based on the information and documentation submitted by the candidate.

Committee members will review each applicant's overall experience, education, and work history to determine if the applicants are professionally and technically qualified. In evaluating candidates' previous experiences, the evaluation/hiring Committee will consider the work responsibilities of the position in addition to the quality of the candidate's prior experience.

- Q. Results of Initial Evaluation- When the initial evaluation is completed, the Human Resources Department will prepare a composite of all initial evaluation results. The results will be provided to the Supervisor and Committee members.
- R. Candidates to be interviewed – The Committee will review the applicant pool, consider the results of the initial evaluation composite, and select the candidates to be recommended for further consideration and interview.
- S. Interview Invitations – Once the recommendation for interviews has been determined, the Supervisor, or designee, will make the initial contact (normally by telephone) with those applicants recommended for interview and extend the interview invitation. Upon accepting

the invitation for an interview, the Supervisor will provide the names to the Position Coordinator to coordinate travel plans and accommodations with the candidates.

- T. Interview Schedule – The Supervisor will contact each applicant to arrange for the interview and will provide the applicant with specifics regarding the interview, including date, time, and location. The Supervisor will prepare the specific schedule and distribute it to all Committee members and the Human Resources Department. A host may be selected by the Supervisor, and a college briefing and tour of campuses may be included in the itinerary, if appropriate.
- U. Interviews – Interviews will normally be scheduled for the Committee as a group. A second interview may be requested by the Committee. Also, a written or verbal exercise/project may be part of the interview process as well as the submittal of additional materials as requested by the Committee.

NOTE: Before the interviews take place, the Supervisor will have compiled the interview questions, forwarded them to Human Resources, and received Human Resources approval to proceed.

Reference Checks – The Supervisor will conduct reference checks, as required, on the finalist applicant(s). When telephone reference checks are made, the results will be recorded on the Telephone Reference Check Form. It is the Supervisor's responsibility to verify the required education and experience and other relevant information about the finalist(s).

- V. Final Evaluation- After the interviews, the Committee will discuss the results of the interviews and will complete the Final Candidate Evaluation form which documents the Committee's composite evaluation of each candidate. During this discussion, a determination will be made to designate the finalists. The Supervisor will then complete the Employment Recommendation form and Personnel Action Record (PAR) for the selected candidate based on the Committee's decision. PARs for Classified and Professional Staff positions will be signed by the respective Vice President. PARs for Administrator positions will be signed by the President. Once this process is complete, the hiring supervisor of the position will forward all documentation used in the evaluation/hiring process to the Human Resources Department.

(Note: If no candidate is to be recommended from the pool, the Supervisor will make a formal recommendation (in writing) to that effect. Likewise, a recommendation to re-advertise, etc., will be made in writing. In all cases, there must be a formal recommendation made in writing to finalize the evaluation process and to document the results.)

- W. Human Resources Department Processing – The Human Resources Office will conduct a thorough review of the evaluation/hiring documentation and will review all documents for correctness, completeness, and required approvals/signatures.
- X. Salary Placement – The Position Coordinator will review the recommended candidate's application materials, and recommend the candidate for hire and salary placement (in accordance with established compensation guidelines, as applicable) to the College President.

- aa. Offer – Upon approval of the candidate's employment and salary placement by the College President, the Position Coordinator will contact the recommended candidate and offer the position. The reporting date will also be established. The offer will normally be made by telephone and confirmed in writing. If the candidate requests a higher salary (salary placement) than the offer, the request will be evaluated for approval or denial.

- bb. Background Investigation/Drug Screen/Driving Record Check – if the position requires a background investigation, drug screen, and/or a driving record check, the candidate will place an order with the current vendor.
- cc. Background Investigation/Drug Screen/Driving Record Check Results - Upon receiving the results, the Position Coordinator will gather the information and notify the applicant of his/her success or rescind the offer of employment.
- dd. Board of Trustees – The Position Coordinator will ensure that the candidate's employment is included on the agenda of the next Board of Trustees meeting for informational purposes.
- ee. Notification of Applicants - Upon acceptance of the position, the Position Coordinator will notify all other applicants that the position has been filled.