SANTA BARBARA CITY COLLEGE

HUMAN RESOURCES & LEGAL AFFAIRS

GUIDE FOR SELECTION COMMITTEES

ACADEMIC VACANCIES FOR
FACULTY POSITIONS

1/23/09

Booklet available @ www.sbcc.edu/hr
# TABLE OF CONTENTS

- **INTRODUCTION** .....................................................................................................................................................................................3  
- **DISTRICT EQUAL EMPLOYMENT OPPORTUNITY POLICY** ........................................................................................................3  
- **CONFIDENTIALITY GUIDELINES** .......................................................................................................................................................3  
- **SELECTED PROCEDURES** ....................................................................................................................................................................4  
- **DEVELOPMENT OF JOB ANNOUNCEMENTS / ADVERTISING** .....................................................................................................8  
- **ONLINE APPLICATIONS** .......................................................................................................................................................................8  
- **SCHEDULING INTERVIEWS** ..................................................................................................................................................................9  
- **INTERVIEW INSTRUCTIONS FORM** .................................................................................................................................................10  
- **NOTICE OF NON-SELECTION TO “IN-HOUSE” FACULTY APPLICANTS** ..........................................................................................11  
- **A “TYPICAL INTERVIEW”** ..................................................................................................................................................................12  
- **TWENTY COMMON PITFALLS OF INTERVIEWS** ..........................................................................................................................13  
- **QUESTIONING THE APPLICANT** .......................................................................................................................................................14  
- **INAPPROPRIATE QUESTIONS** ...........................................................................................................................................................15  
- **EVALUATING THE CANDIDATE** ..........................................................................................................................................................16  
- **SANTA BARBARA CITY COLLEGE CERTIFICATED INTERVIEW RATING SHEET - A** ..........................................................17  
- **SANTA BARBARA CITY COLLEGE CERTIFICATED INTERVIEW RATING SHEET - B** ..........................................................18  
- **CANDIDATE PROGRESSIVE RANKING TABLE** .............................................................................................................................19  
- **SANTA BARBARA CITY COLLEGE FACULTY MINIMUM QUALIFICATIONS (AB1725)** ...........................................................20  
- **REFERENCE CHECK RECORD** ..........................................................................................................................................................21  
- **GUIDELINES FOR REFERENCES** .........................................................................................................................................................21
INTRODUCTION

Thank you for agreeing to serve as a member of the selection committee! You have been requested to serve because your knowledge, experience and judgment are highly regarded.

We believe that a guide such as this may be of value to you, especially if you have not previously served on a selection committee for this District. This guide is designed to provide helpful information to assist you in your selection responsibilities.

DISTRICT EQUAL EMPLOYMENT OPPORTUNITY POLICY

The policy of the Santa Barbara Community College District is to provide an employment environment in which no person shall be denied full and equal access to, the benefits of, or be subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Reasonable accommodation will be provided for applicants with disabilities who self disclose.

The Santa Barbara Community College District supports Equal Employment Opportunity for all employees and qualified applicants for employment. Positive action will be taken by the administration to ensure the implementation of this policy and to overcome any forms of exclusion or discrimination, whether purposeful or inadvertent.

CONFIDENTIALITY GUIDELINES

Applications for District employment are to be considered confidential material. Authorized access to and use of applications is restricted to selection committee members and certain college administrators and Human Resources staff. Applicants who ask are entitled to see their application during interviews. Applications are not returned to the applicant. The candidate is not entitled to see any employment clearances or reference letters. Committee members shall not reveal the names of the persons that have applied for employment with the District nor reveal any applicant's rating within the pool of applicants. Deliberations are kept confidential in the committee.

The proper handling of this matter of confidentiality is of utmost importance in safeguarding the rights of applicants who are entitled to confidential treatment. Caution: Any application material printed by any member of the selection committee must be given the same protection to ensure confidentiality that was given to paper application and screening. All printed application material must be shredded. Consult with Human Resources & Legal Affairs. Any concerns regarding the qualifications or adverse information regarding a specific candidate should be addressed directly to the committee chairperson, the Vice President, Human Resources & Legal Affairs, or the Director of Diversity /Equal Employment Opportunity Officer.
1400 EMPLOYMENT OF FACULTY

1410 Determination of Need

The determination of need for faculty positions is a consultative process which involves faculty and administration. Specific responsibilities are delineated below:

A. Executive Vice President, Educational Programs – Determines the SBCC minimum obligation for faculty positions and, in consultation with the President of the Academic Senate, establishes a schedule for review and recommendation of new and replacement positions.

B. Faculty - Consult, advise and assist in the determination of need for new or replacement faculty positions in department or area.

C. Department Chair - Coordinates the preparation of requests for new or replacement faculty positions and forwards same to the Office of Educational Programs.

D. Office of the Executive Vice President, Educational Programs – Collates and forwards requests for faculty positions (including supporting data) to the Academic Senate.

E. Executive Vice President, Educational Programs - In consultation with area Deans, analyzes positions and supporting data (WSCH, FTEs, enrollment trends, departmental goals and objectives, College Plan, etc.). Input from area Deans and the Executive Vice President, Educational Programs is presented to the Academic Senate during the Senate ranking process.

F. Academic Senate - Reviews requests and hears departmental presentations regarding requested positions, prior to ranking. Senate recommendations regarding priorities for faculty positions are submitted to the Superintendent/President.

G. Superintendent/President – Approves/disapproves or modifies recommendations of the Academic Senate and forwards to the Board of Trustees. If disapproved or modified in any way, the Superintendent/President discusses the modifications with the Academic Senate prior to making a final recommendation to the Board of Trustees.

1411 Procedures

A. In order for a faculty vacancy to be considered for permanent (tenure-track) replacement for the following academic year, notification of the anticipated vacancy must be reported to the Office of Educational Programs no later than the deadline set by the Executive Vice President, Educational Programs.

Unless an exception is recommended by the Academic Senate, faculty vacancies identified after the established deadline will be replaced by temporary contract for the following academic year, and consideration for permanent replacement will be deferred until the following year's faculty employment cycle.

B. The Academic Senate, in making their recommendations for the hiring of permanent (tenure-track) faculty positions, shall consider the replacement of faculty positions vacated as a result of retirement, resignation, or other causes, as well as the college's needs for new and/or expanding programs.

C. Faculty vacancies not recommended for permanent replacement as described above may be replaced by temporary contract for the following academic year.

1412 Selection of Candidates – (for positions as contract or regular instructors, counselors, nurses, librarians tenure-track faculty in the credit program).
1412.1 Recruitment

The Human Resources & Legal Affairs Department shall recruit for positions and process applications in accordance with the District Equal Employment Opportunity Policy.

1412.2 Announcement of Position

Upon approval of the personnel recommendations, the Department Chair (or equivalent) in consultation with the appropriate Dean and the Vice President for Human Resources & Legal Affairs, shall prepare a job announcement, job related evaluation factors, and interview questions which are consistent with the District Equal Employment Opportunity Policy. These selection devices must be prepared before the selection process may commence and shall include as a desirable qualification, experience working with the diverse academic, socio-economic, cultural, and ethnic backgrounds and disabilities of community college students.

1412.3 Screening, Minimum Qualifications, Equivalency

The selection committee, after studying the applications, will select a number (normally from 6 to 8) of the best qualified candidates to be interviewed. Additional qualified candidates may be selected for interview by the Vice President of Human Resources & Legal Affairs/Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer and the committee will jointly determine if the District Equal Employment Opportunity Policy has been followed during the screening process. If there is a reasonable doubt about whether or not Equal Employment Opportunity policies have been followed, the Superintendent/President may direct that the selection process be reinitiated at any prior level.

When selecting the best qualified candidate for interview, the committee shall review all applications, transcripts, and other materials submitted by the candidates to determine that each either has met minimum qualifications for hire for that discipline; or has an appropriate valid credential; or has qualifications that are at least equivalent to the state minimum qualifications.

To determine equivalency, the committee shall review the evidence submitted by the applicant and determine whether the candidate possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. The burden of proof rests with the candidate.

If a candidate possessing the equivalent of the minimum qualifications is among the top three candidates to be forwarded to the Superintendent/President, the chair of the selection committee shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency (i.e., specific education, and other accomplishments), and evidence reviewed by the committee.

The Academic Senate, in consultation with the Vice President of Human Resources & Legal Affairs and the Executive Vice President, Educational Programs, will develop and periodically review guidelines for determining equivalency. The Academic Policies Committee of the Academic Senate and the Human Resources & Legal Affairs Department shall be informed by the committee chair of appointments of candidates based on equivalency to minimum qualifications.

The Board of Trustees shall be informed of the equivalency determination when the appointment is approved.

1412.4 Composition of Selection Committee

The selection committee shall be comprised of the appropriate Department Chair (or equivalent), three to five full-time regular contract members of the department to be chosen by the department, and the administrative Dean. With the approval of the department head, area Dean and the appropriate Executive Vice President, probationary contract faculty may serve on the committee. The committee may be increased by no more than two members, if necessary, to meet District Equal Employment Opportunity
requirements. The Director of Diversity/Equal Employment Opportunity Officer may serve as an ex officio member of the committee but shall have no vote. *

If there are not three members of a department, the department shall make a selection from other qualified persons, but not necessarily restricted to members of the Santa Barbara City College faculty. Such selection shall be subject to approval by the appropriate administrative Dean.

The committee must have minority and female representation. If no minorities or women are available in the department, representatives of the department shall consult with the Director of Diversity/Equal Employment Opportunity Officer in order to ensure implementation of the District Equal Employment Opportunity Policy.

The Department Chair (or equivalent), or designee, shall serve as chair of the selection committee.

1412.5 Interviewing

Each interview committee shall receive legal/EEO orientation prior to the commencement of interviews as deemed appropriate by the Vice President of Human Resources & Legal Affairs and the Director of Diversity/Equal Employment Opportunity Officer. The selection committee shall both screen and interview applicants. The selection committee shall interview only those candidates according to paragraph 1412.3 who qualify. Arrangements for interviews shall be made by the Human Resources & Legal Affairs Department. Upon conclusion of the interviews, the selection committee shall meet and vote to determine the three best qualified candidates. At this time, the chair of the committee shall meet with the Superintendent/President to state the committee's preferences concerning the candidates.

The Department Chair (or equivalent) will meet again with the Vice President of Human Resources & Legal Affairs and the Director of Diversity/Equal Employment Opportunity Officer to ensure that the District Equal Employment Opportunity Policy has been followed during the interviewing and voting. If there is a reasonable doubt about whether or not Equal Employment Opportunity policies have been followed, the Superintendent/President may direct that the selection process be reinitiated at any prior level. The recommended candidates may be interviewed by the Superintendent/President.

1412.6 Selection

When the Superintendent/President interviews the recommended candidates, the following shall be invited: Executive Vice President or Vice President as appropriate; Dean from committee; and Department Chair or chair of selection committee.

The Superintendent/President will discuss with the Department Chair or chair of the selection committee, and the appropriate administrative Dean the qualifications of the recommended three best qualified candidates. The Superintendent/President will ensure that Equal Employment Opportunity requirements have been met in the screening and interviewing process. The Superintendent/President shall meet with the Executive Vice President or Vice President as appropriate, Dean and Department Chair or chair of the selection committee to discuss the final selection before an offer of employment is extended. If a candidate is to be appointed, the Superintendent/President shall make a recommendation of the best qualified candidate to the Board of Trustees.

It shall be the responsibility of the selection committee chair to inform all committee members of the final appointment.
1412.7 Review

This policy for the selection of contract or regular instructors, counselors, nurses, and librarians in the credit program will be monitored and the procedures as well as the results of the procedures will be reviewed at least annually by the Board of Trustees.

*Analysis from HR/LA

The policy as approved contemplates a limited number of committee members.

1. The Department Chair.
2. At least three and up to five full-time tenured faculty. (The description as “regular contract” is commonly used at SBCC but a misnomer because “contract” faculty under the Education Code are probationary faculty members. This doesn’t obscure the intent of the policy, however.)
3. The administrative Dean is a member of the committee.

Such a committee would have at least 5 and no more than 7 members.

If this group can be formed within any given department so that a minority and a female regular full-time faculty member from that department are included, this group would constitute a full committee.

If there is no minority and/or female full time faculty in the department, one or two of the committee member slots (see 2. above) for full time regular faculty could be given to a contract minority faculty and/or a contract female faculty member. It is also possible, since the committee membership may be increased by two members (for total of 7 members) for purposes of Equal Employment Opportunity only, to go outside the department, if necessary, to add a minority and/or female regular or contract faculty to the committee to accomplish this requirement of our Board policy.

We are fortunate to now have a college Director of Diversity who is available to provide expertise to any hiring committee as the ex officio Equal Employment Opportunity Officer (non-voting). Each committee will still need a minority and a female voting member.

Any contract faculty members must be approved for participation by the Department Chair, Dean and Executive Vice President as described in the policy.

There is considerable interest in the hiring process when a department is fortunate enough to be awarded the funding and opportunity to add a new faculty position. But, under existing policy, the committees cannot be expanded to include all in the department who are interested in serving as voting members. In the exceptional circumstances where other members may be called upon to provide special expertise to the committee, they must do so as non-voting members and they should be clearly identified as such from the outset. Only five members from a department may vote.

The presence of additional non-voting department members should be with the knowledge and approval of the Department Chair and Dean. There are a number of practical considerations: The voting members determine the candidates, conduct the interviews, select the finalists. The expertise of non-voting members can certainly be informative, but care has to be taken so that all voting members are empowered.

The limited voting membership as specified in our policy serves to give some meaningful weight to the minority and female membership on the committee.

It is not easy to fill such positions from within the membership of many departments, so it is not practical to proportionally increase all representative groups required for the committee. And increasing the number of non-minority and non-female members on the committee dilutes their vote.
DEVELOPMENT OF JOB ANNOUNCEMENTS / ADVERTISING

The Department Chair has the responsibility of working with Human Resources & Legal Affairs to provide specific language to be included in the job announcement.

The following are topics that should be considered by the department for mention in the job announcement:

- Position specifics and area of emphasis
- Desirable training and experience
- Experience working with diverse student populations
- Funding caveats/conditions to be added to the announcement
- Extended working days required for the position
- Unique hours required for the position

The Department Chair must verify final wording for the job announcement. Human Resources & Legal Affairs encourages departments to suggest appropriate publications for advertising the position(s) to be filled and provide basic advertising in the following types of publications/websites:

- The Chronicle of Higher Education
- Higher Education Resource Consortium (HERC)
- CCC Job Bank Registry
- Hispanic Hotline
- Black Careers Now
- Asian Pacific Careers
- HigherEdJobs.com
- Craig’s List
- Local press

The cost of single position ads in specialty publications must be covered by the department. The Executive Vice President, Educational Programs, must approve all non-routine and out of sequence faculty and certificated administrative advertisements. Due to variation in publication deadlines, departments are encouraged to provide requests for specialty advertising as soon as possible.

ONLINE APPLICATIONS

The application process for all faculty and educational administrator positions is through the online process at https://jobs.sbcc.edu.

Application deadlines are firm and are electronically managed. Application support for applicants is available through Human Resources & Legal Affairs upon timely request.

Interview committee members will be provided with time limited passwords so that they may review all completed applications submitted for the position to be filled.

Screening of application is available on-line 24/7 at https://jobs.sbcc.edu/hr.
SCHEDULING INTERVIEWS

No interviews will be scheduled without completion of the Interview Instruction Form by the Department Chair. This form is available online and should be submitted electronically to Nancy Baird, Human Resources & Legal Affairs baird@sbcc.edu.

Please allow at least two weeks notice to Human Resources & Legal Affairs and to candidates invited for an interview.

The District does not provide reimbursement for travel expenses associated with interviews. It is possible to arrange electronic interviews through Human Resources & Legal Affairs. Note that a finalist must be present for either the committee interview or the interview with the Superintendent/President. A candidate who travels to the college for a committee may be scheduled for a courtesy meeting with the Superintendent/President during the same visit to campus upon request.

Candidates must have the right to currently work permanently in the United States without sponsorship by SBCC or other institutions in order to be interviewed. SBCC does not sponsor employees.

When finalists are selected, final interviews with the Superintendent/President will not be scheduled without completed MQ verification by the Department Chair on the form provided by Human Resources & Legal Affairs. A link to the Chancellor’s Office MQ Guidelines is available on the Human Resources & Legal Affairs home page. The college discourages hiring of regular faculty by equivalency. No faculty may be approved for an equivalency without the approval of the Department Chair, the Dean and the Executive Vice President.
**INTERVIEW INSTRUCTIONS FORM**

*Please Submit to Human Resources & Legal Affairs to Arrange for Interviews*

<table>
<thead>
<tr>
<th>POSITION:_________________________________________</th>
<th>Ed. Adm.</th>
<th>Tenure-Track</th>
<th>Temporary</th>
</tr>
</thead>
</table>

**EVP/DEAN:**_________________________ Ext. ________ **DEPARTMENT CHAIR:**_________________________ Ext: ________

**SELECTION COMMITTEE:**

<table>
<thead>
<tr>
<th>APPLICANTS selected for interview:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________________</td>
</tr>
<tr>
<td>__________________________________</td>
</tr>
<tr>
<td>__________________________________</td>
</tr>
<tr>
<td>__________________________________</td>
</tr>
<tr>
<td>__________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATES <em>(Please list in order of priority)</em>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________________________</td>
</tr>
<tr>
<td>2. ___________________________________________</td>
</tr>
<tr>
<td>3. ___________________________________________</td>
</tr>
<tr>
<td>4. ___________________________________________</td>
</tr>
<tr>
<td>5. ___________________________________________</td>
</tr>
<tr>
<td>6. ___________________________________________</td>
</tr>
</tbody>
</table>

**INTERVIEW ARRANGEMENTS: DATE(S) / TIMES / LOCATION(S)**

| ___________________________________________ |
| ___________________________________________ |
| ___________________________________________ |
| ___________________________________________ |
| ___________________________________________ |
| ___________________________________________ |

**SPECIAL INSTRUCTIONS for interviewees, including tours, teaching demonstrations, writing assignments, etc.:**

| ___________________________________________ |
| ___________________________________________ |
| ___________________________________________ |

**The Department will ____ will not____ offer a personal campus tour to applicants selected for an interview.**
NOTICE OF NON-SELECTION TO “IN-HOUSE” FACULTY APPLICANTS

When an “in-house” faculty applicant is not selected during the selection process, the applicant is to be contacted as soon as possible and informed of his/her non-selection as indicated below. This is done as a professional courtesy and should help support the applicant’s morale when hearing of his/her non-selection.

- Not selected for committee interview – Department Chair should advise personally and as soon as possible. (Automatic notification through PeopleAdmin does not occur until later in the process.)

- Interviewed by committee but not selected for top 3/ alternates- Notified by Department Chair prior to initiation of interviews with Superintendent/President.

- Interviewed by Superintendent/President (top 3 candidates) but not selected – notified by appropriate Dean after job offer has been accepted by the selected candidate.
A "TYPICAL INTERVIEW"

In order to guarantee each applicant an equally fair interview there is a general pattern that should be followed to lower the probability of major discrepancies between interviews. The following is a brief description of a "typical" interview:

1. Chairperson sets climate by introducing applicant to the committee.
2. Chairperson summarizes job and applicant's qualifications.
3. Applicant is invited to describe qualifications for the job.
4. Committee members question applicant and solicit information regarding job qualifications.
5. Committee members identify applicant's strengths or weaknesses and may ask clarifying questions.
6. Applicant is given full opportunity to discuss members' reservations.
7. Applicant is asked if there is anything he/she would like to add or questions to ask.
8. Chairperson closes interview and explains what is to follow in the process.
9. After interview, members discuss applicant's qualifications as they are related to the job.
10. Members evaluate applicant individually according to Evaluation Factors on rating sheet.
11. Members enter written comments regarding applicant's qualifications on rating sheet.
TWENTY COMMON PITFALLS OF INTERVIEWS

The following list contains common errors committed by interview committees. Please keep these in mind and avoid them. You will have better interviews if you do!

1. Interview too short  
   Not enough information from applicant for good evaluation.
2. Interview too long  
   Cuts time for other interviews, makes committee hurry to catch up to schedule.
3. No established interview format  
   Committee “wings it” through interviews, general discussion, unguided.
4. Not following established format  
   Similar to buying a road map and not using it
5. Applicant talks too much  
   Will drift off subject and provide superfluous information.
6. Applicant does not talk enough  
   Very difficult to get information, needs guidance and encouragement.
7. Too much time on minor details  
   Wastes time on matters of little significance.
8. Omission of major areas  
   Unexplored areas that have arisen in interviews are passed up even though they might be helpful.
9. “Snow job”  
   Committee allows applicant to make time-consuming, general, high-sounding statements in an effort to “sell” himself/herself.
10. Yes/No questions  
    Interviewers ask obvious questions instead of open-ended discussion questions.
11. Unrelated/Illegal questions  
    These gain little valid information and lead to appeals.
12. Inattention  
    Members read or write while interview is in progress, don’t listen to applicant.
13. Distractions  
    Noises, phone calls, smoking interruptions, paper shuffling, etc., hinder effective communication.
14. Stress Questioning  
    Putting applicant on defensive closes communication channels and causes complaints, bad public relations.
15. “Halo” effect  
    Basing overall judgment on a single positive or negative characteristic, ignoring job-related factors.
16. Vague Questioning  
    Confuses applicant, may not be reliable from applicant to applicant.
17. Appearance/Dress  Applicant rated on how he/she appears rather than on qualifications.

18. Prejudice/Discrimination  Illegal to allow in interview process and causes lawsuits.

19. Improper use of rating sheet  Incomplete ratings, no comments, using factors not job-related

20. Being swayed by other members  Each committee member must rate applicants independently, after appropriate discussion.

<table>
<thead>
<tr>
<th>QUESTIONING THE APPLICANT</th>
</tr>
</thead>
</table>

The committee will have developed a list of questions in advance of any candidate interviews. The questions will be reviewed and approved by Human Resources & Legal Affairs and the Equal Employment Opportunity Officer. All candidates should be asked all questions.

Any instructions to be given to candidates prior to interviews (i.e. demonstrations or lecture preparation topics) must be provided to Human Resources & Legal Affairs in writing prior to scheduling of interviews on the Interview Instructions Form.

The actual questions asked of all candidates during an interview should provide the candidates with an opportunity to clarify their perceptions of the written position description and to discuss their concept of and approach to the responsibilities of the position.

The questions should provide the interviewers with the information they need to assess the qualifications of the candidates in relation to the written position description. They should also provide the candidates with an opportunity to express their views on both the position and what they could bring to it. Some sample questions which may be asked during the interview process are listed below. Naturally, these questions should be revised to reflect the particular concerns of the department.

1. Please tell us about yourself, your education, your background, your experience and other pertinent things which might relate to this position you are seeking?

2. What do you consider to be your greatest strengths related to this position?

3. What is your understanding of the major duties of this position?

4. How do you see your particular skills, experiences, and expertise in relation to this position?

5. What questions do you have about Santa Barbara City College, the department, the community, or the expectations of various constituencies for the incumbent of this position?

6. What would you like to be doing five years from now?

MANDATORY: Candidates must be asked at least one question to assess experience working with the diverse academic, socio-economic, cultural, and ethnic backgrounds and disabilities of community college students.

A data bank of questions has been developed to address the diversity evaluation factor required by AB1725 and district policy and is available upon request to the Director of Diversity/Equal Employment Opportunity Officer.
INAPPROPRIATE QUESTIONS

Santa Barbara Community College District is an Equal Employment Opportunity/Title IX Employer and we have certain limitations on our interviewing procedures.

THE EDUCATION CODE WHICH GOVERNS ALL CALIFORNIA SCHOOL DISTRICTS REQUIRES THAT NO QUESTIONS RELATING TO POLITICAL OR RELIGIOUS OPINIONS, AFFILIATIONS, RACE, AGE, COLOR, SEX, NATIONAL ORIGIN OR ANCESTRY, DISABILITY, SEXUAL ORIENTATION OR MARITAL STATUS SHALL BE ASKED OF ANY APPLICANT.

Age: There are no minimum or maximum age requirements for Santa Barbara Community College District employment except in instances where state laws dictate a specific age requirement.

Political or Religious Affiliation: No questions may be asked on the matter of political or religious affiliation or opinions.

Race: Applicants may not be disqualified on the basis of their race or national origin, nor may any questions be asked of them with regard to their race.

Sex: An applicant has the right to be considered regardless of sex or sexual orientation or perceived. Each applicant should receive equal consideration and be rated according to his or her qualification to perform the required duties. Do not ask questions of female applicants that you would not normally ask of male applicants. Examples:

Do you have a reliable babysitter? What will you do if your babysitter can't make it?
How does your husband feel about you working overtime?
Would your wife mind if you worked in the evenings?
How would you be able to manage your home and work efficiently?
Do you plan on having more children? How will you time your baby in terms of the school year?
All questions concerning "How does your wife/husband/partner feel about..." should not be asked.

Physical Condition/Disability: A medical examiner, not the interview committee, determines whether the applicant is physically able to do the job or whether he/she has a physical disability that would disqualify him/her doing the job.
EVALUATING THE CANDIDATE

Once the applicant has left the interview room, the committee is ready to discuss and rate the applicant.

It is important that the committee members discuss openly what they obtained from the interview about the applicant's qualifications. A full discussion by the members will often reveal important information and clarify possible misunderstandings about the applicant.

As always, discussion should be centered on the candidate's qualifications to do the job, not on characteristics or experiences unrelated to the job.

In rating the applicant each committee member must utilize his or her best judgment as to how the applicant compares against the evaluation factors on the rating sheet. Two samples (A and B) follow. The committee must select one to use. Rating sheets will be collected. A Progressive Ranking Table is also provided for committee use at the option of the committee. It is especially important that the committee be consistent in rating candidates against previously defined factors. This is not the only the most accurate means of determining the top candidates but also is useful in the event of appeals. The committee's evaluation of each applicant must be based on job-related criteria as represented by the Evaluation Factors.
SANTA BARBARA CITY COLLEGE  
CERTIFICATED INTERVIEW RATING SHEET - A

POSITION TITLE: _______________________________________________________

CANDIDATE: __________________________________________________________

INSTRUCTIONS: When rating the candidates please relate the criteria to the Minimum and Desirable Qualification outline in the job announcement.

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXCELLENT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TEACHING DEMONSTRATION (if applicable)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2. WRITTEN ASSIGNMENT (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. GENERAL BACKGROUND (Education and Experience)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. TEACHING TECHNIQUES/SKILLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. PROFESSIONAL EXPERTISE/TECHNICAL KNOWLEDGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. UNDERSTANDING OF COMMUNITY COLLEGES (Purposes, Goals, Programs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. CROSS-CULTURAL ATTITUDES (Experience working with students from diverse backgrounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. COMMUNICATIONS SKILLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. GENERAL IMPRESSION OF CANDIDATE’S JOB-RELATED QUALIFICATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. POTENTIAL EFFECTIVENESS AS REVEALED IN THE INTERVIEW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. FAMILIARITY WITH COMPUTERS &amp; OTHER MULTI-MEDIA TECHNOLOGIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS: __________________________________________________________

INTERVIEWER’S SIGNATURE __________________________ DATE ____________

Note: This form will be filed with the Human Resources & Legal Affairs Dept. and is subject to audit by authorized State and Federal agencies should they be required by law to undertake a review of employment procedures in response to any complaint alleging discrimination.

Must be returned to Human Resources & Legal Affairs at conclusion of interview process for position case file.
**SANTA BARBARA CITY COLLEGE**

**CERTIFICATED INTERVIEW RATING SHEET - B**

**CANDIDATE______________________________ POSITION______________________________**

**INSTRUCTIONS TO RATER:** Rate candidate on each of the evaluation factors listed below. Check box which most closely indicate candidate's knowledge, skills, or abilities. Enter comments on lower half of sheet.

**EVALUATION FACTORS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>HIGH</th>
<th>HIGHEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evidence of a sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College students.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. Ability to communicate effectively, alertness, motivation and interest in position, career objectives, goals, basic responsibilities of position.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. Familiarity with computers &amp; other multi-media technologies.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**OVERALL RANKING # _____________ OF ______________**

**RATER'S SIGNATURE _______________________ DATE ______**

**COMMENTS:**

Must be returned to Human Resources & Legal Affairs at conclusion of interview process for position case file.
### INSTRUCTIONS

After candidate #1 is interviewed he/she is automatically ranked first in column “A” as he/she is the top candidate of those interviewed to that time.

After the second candidate is finished with the interview, he/she is ranked #1 if he/she is the stronger candidate of the two thus far interviewed – in this case the first candidate becomes rank #2. If on the other hand, the first candidate remains higher in the rater’s opinion, he/she maintains the #1 rank in column “B” and the second candidate becomes rank #2.

After each interview, all prior candidates are reviewed and the same or next rank lower is assigned in the next column to the right, depending upon the judgment of the rater.

Must be returned to Human Resources & Legal Affairs at conclusion of interview process for position case file.
NAME ____________________________ K # ____________________________
DISCIPLINE ____________________________ FSA (Tenure Track Only) ____________________________

☐ MINIMUM QUALIFICATIONS: The applicant named above possesses the minimum qualifications provided for in Ed Code Section 87356 et seq., and Title 5 Sections 53400-53430, and the Board of Governors List of Disciplines* for the above discipline. This has been verified by review of the applicant’s official college transcripts and other application material. The applicant’s background is as follows (degrees, experience):

________________________________________________________________________

________________________________________________________________________

☐ CREDENTIAL: The applicant named above possesses a valid California Community College Credential in the following subject matter area (s) ____________________________

Completed by: ____________________________ Date ____________________________
Verified by: ____________________________ Date ____________________________

Reviewed by: ____________________________ Date ____________________________

Department Chairperson/Committee Chairperson Date

EQUIVALENCY TO MINIMUM QUALIFICATIONS: The Chairperson certifies that the applicant named above possesses the equivalent of the Minimum Qualifications provided for in Ed Code Section 87356 et seq., and Title 5 Sections 53400-53430, and the Board of Governors List of Disciplines*. This determination has been made in accordance with the District’s equivalency policies. This equivalency determination is based upon the following applicant information (describe in detail specific education, other accomplishments, evidence reviewed. Please attach separate sheet if necessary):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date Board Approved ____________________________ Date ____________________________

Department Chairperson/Committee Chairperson Date ____________________________

Dean ____________________________ Date ____________________________

Executive Vice President ____________________________ Date ____________________________

*For Link to CCC Minimum Qualifications see HR Home Page http://www.sbcc.edu/hr/
REFERENCE CHECK RECORD

FINALIST NAME: _______________________________________________________________

SBCC Position Applied For: ______________________________________________________
Person Giving Reference (Name and Title): __________________________________________
Institution/Organization: ________________________________________________________

SBCC Administrator who made contact_____________________________________________ Date____________

GUIDELINES FOR REFERENCES

An employer’s provision of a reference about an employee to a prospective employer given upon request, based upon credible evidence, made without malice is normally a privileged communication. You may want to remind the person to whom you are speaking of this fact. You should speak with the immediate supervisor or the applicant. You have permission to speak to more than one individual associated with any current or former employer and do not need to limit yourself to only those individuals listed as references on the application.

The questions you ask need to be job related. The information below is intended to provide very general suggestions for questions you may ask. Each situation will be different. Obviously, you will want to tailor your questions to the specific position being sought and to the information provided in the application and interview process. You can use this sheet (below) to indicate responses or attach an additional sheet to this form.

If you try and are unable to verify with the reference any information from the application or interview and think it is noteworthy, please explain.

1. Verify information provided by applicant (i.e. position, dates held, responsibilities, etc. Note any discrepancies. __________________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

2. What is the basis for your knowledge of the finalist’s performance within your institution? How long have you known the individual, in what capacity did you work together, etc.? ______________________________________________________________________________________
______________________________________________________________________________________

3. How would you characterize his/her work performance with your organization? Quantity/quality of work. ______________________________________________________________________________________
______________________________________________________________________________________

4. Participation in “extra” activities. Cooperation with colleagues. Support/participation in departmental/administrative activities. ______________________________________________________________________________________

______________________________________________________________________________________
5. Communication skills/written/spoken

6. Range/breadth of knowledge of subject, state regulations, etc.

7. Response from students/colleagues/public/etc.

8. Evidence of characteristics that may be applicable to success in SBCC position such as
   - Initiative
   - Innovation
   - Ability to communicate with students/public/peers/etc.
   - Follow-through
   - Grant writing skills
   - Technological competence in ___________
   - Judgement

9. Any performance problems?

10. Work habits which adversely affected job performance/Attendance

11. Career path with the referring organization

12. Reason for leaving?

13. Would you re-employ? If not, why?

14. Evaluate candor/depth of knowledge of applicant by person who gave you the reference.

Upon request, HR/LA will provide you with the reference check forms.
PLEASE RETURN COMPLETED FORM TO HUMAN RESOURCES & LEGAL AFFAIRS