



STAFF AND MPP RECRUITMENT GUIDELINES

The recruitment and selection of employees is an important organizational task. All California Maritime Academy staff, faculty and students who participate in the hiring process should be guided by the following general principles:

- Employees must be selected for positions because they possess the required qualifications and can perform the requirements of the position as advertised.
- Employees should be selected because there is a reasonable expectation that they can be successful in the position.

Cal Maritime a small and focused campus. The culture of the campus is built around intellectual learning, applied technology, and leadership development. It is suggested that finalists for positions be given an opportunity to tour the campus to observe the work and educational environment before being offered a position.

The following procedures are provided for the recruitment and selection of Staff and MPP only:

1. When possible, submit completed *Request for Personnel Action* (HR 001) at least one month prior to requested effective date. Attachments required are: updated or new position description form, which includes tasks to be performed, physical requirements, education and skills or equivalencies, and an organization chart.
2. The Human Resources (HR) analyst reviews required documentation, determines appropriate classification, and ensures administrative and budgetary approvals have been received before proceeding with request. Failure to provide the required documentation may result in delays.
3. After approvals are received, the analyst reviews the position description, which serves as the framework for writing the job bulletin. At this time the analyst will contact the hiring department to identify desirable qualifications, if any.
4. The analyst, in consultation with the appropriate administrator develops a search plan, including recruitment methods to solicit applicants from a diverse field. Recruitment costs shall be borne by the hiring department. If applicable, it will be determined if the vacancy should be a promotional opportunity and limited to eligible Cal Maritime employees.
5. The analyst drafts the job bulletin and advertisement for review by the Hiring Department before the advertisement is released for publication, posted in-house and/or distributed.
6. The recruitment period for represented positions shall be dictated by the appropriate collective bargaining agreement. MPP job bulletins should specify a closing or review date. In some cases it may be necessary to advertise the position as "open until filled," but as a rule, it is not recommended.
7. All applications must be submitted to HR prior to the closing date. Applications are not accepted before a job bulletin has been posted.

8. After the closing date, applications are pre-screened by the HR analyst. Generally, applications that do not meet minimum qualifications or are incomplete will not be forwarded to the hiring authority for consideration. Applications will be sent to the hiring department as a package.
9. The hiring authority may decide to identify a "selection committee" to assist in the selection process. The hiring authority selects the members of the search/interview committee and may serve as the Chair committee or designate a Chair. It is recommended that at least one member of the committee be trained in EEO hiring practices to ensure fair and equal treatment of all applicants.
10. For represented staff positions, the committee should review the appropriate collective bargaining agreement for interview committee requirements, i.e. Bargaining Unit 4 (APC) agreement specifies that one bargaining unit member must serve on the search/interview committee (Article 13.4); Bargaining Units 2, 5, 7 and 9 (CSUEU) specifies, "...It shall be the policy of the CSU in filling vacant bargaining unit positions to fill such vacancies from among qualified individuals currently employed at a campus..." (Article 9.2).
11. The committee should be representative of the hiring department and be familiar with the needs of the position. Whenever possible, the committee should consist of at least three members, including women and minority representatives. This may require obtaining committee members from other departments. No person may serve on a search/interview committee when a conflict of interest exists (i.e., spouse, friend, etc.). Such a conflict may require withdrawal from the committee. Committee members should participate in all committee meetings and must participate in all interviews unless the Chair has prior notification.
12. All aspects of the search process are confidential. Any information an individual has access to as a result of his/her status as a search/interview committee member is deemed confidential. No discussions shall take place with persons not directly participating in the decision-making process. Similarly, no applicant files may be distributed to and/or reviewed by persons not involved in the decision making process. If confidentiality is not maintained, both during and after the recruitment process, it can lead to cancellation of the search and/or a complaint being filed by a candidate.

Processing Applications and Applicant Flow Information

1. A Confidential Applicant Flow Information sheet is attached to the Cal Maritime Employment Application. If an individual submits a letter of interest and/or resume to HR, the analyst will, in return, send the individual a job bulletin and Employment Application. The individual will not be considered an applicant unless the Employment Application is completed and returned.
2. The Applicant Flow Information will be separated from the application and not considered in the hiring process. The information will be used in compiling Affirmative Action or other reports.

Candidate Interviews

1. Applicants are contacted by the Chair of the Search/Interview Committee or his/her designee by telephone to arrange interviews. A follow-up letter, map and parking pass should be provided to the interviewee by mail.

2. Proposed interview questions are submitted to HR and are reviewed for appropriateness prior to conducting interviews and will be retained in the recruitment file.

Background Checks and References

1. The committee should ensure that all finalists complete and sign the Background Investigation Consent and provide three professional references. The background investigation must be successfully completed for the finalist to be considered for employment.
2. After receiving the Background Investigation Consent form, the HR department will conduct background checks per Cal Maritime's background check procedure. Upon receipt of the Background Investigation Consent form from the finalist, HR will ensure that the finalist is given the Disclosure to Employment Applicant Regarding Procurement of a Background Investigation and/or A Consumer Report and Summary of Your Rights Under the Fair Credit Reporting Act.
3. It is the responsibility of the search/interview committee to conduct reference checks on finalists. References contacted should be work related, with at least two of the three being current and/or prior supervisors of the candidate if at all possible. The Candidate Reference Check form will serve as a guide to ensure that each reference is asked the same information. The only permissible divergence from this procedure is seeking clarification, which may be unique to an individual candidate and/or reference. Responses to questions asked of references shall be documented.

Selection

1. Interview notes or evaluations should be completed for all interviewed candidates by each member of the search/interview ...committee and should be used by each member of the interview committee during selection deliberations.
2. The Chair of the interview committee is responsible for completing the Appointment Selection Report (HR 009). All candidates interviewed shall be recorded on this form. The reasons for selection of the finalist must be documented on this form, with all sections completed.
3. The completed Appointment Selection Report form must be submitted to the Director of HR for approval. The Appointment Selection Report form should normally contain a minimum of two or three candidates.
4. When the interview/search committee has been instructed to submit two or three candidates for final consideration, the committee will forward recommendations to the hiring authority. The final decision will be made by the hiring authority based on qualifications.
5. No commitment to hire can be made without the Director of HR's prior approval. Until such time as there is an acceptance of an offer of employment, it is essential that contact with the other viable candidates be carefully monitored.
6. The hiring authority should discuss the salary offer with the analyst, or Director of HR if need be. If a salary offer is above the midpoint of the salary range, a Hire Above the Midpoint form must be completed first and signed off on by the Director of HR before any verbal offer can be made to a candidate. The Staff Analyst and hiring authority should discuss and decide who will make the verbal job offer to the selected finalist.

7. If the position requires a pre-employment physical, drug testing, fingerprinting, etc., an offer of employment must be made contingent upon the candidate successfully completing all necessary requirements. Successfully passing the background check first is also required.
8. All verbal offers of employment must be followed by an appointment letter from the President for MPP appointments or the Director of HR for staff appointments which include: classification, department, effective date, time base, employment status, salary or rate of pay and, as appropriate, work calendar or cruise requirements. Also, any offers for relocation expenses, campus housing, or special benefits or payments or any kind should be specified in the appointment letter.
9. Except in extenuating circumstances cleared by HR, all pre-employment checks should be wholly completed before the employee begins work. Employees should not start to work before receiving the appointment letter, and should complete appointment documents in HR on their first day or so of employment.

Completion of Process

1. Once an offer of employment has been made and accepted by the successful candidate, the search/interview committee, or committee designee, is responsible for notifying in writing those candidates interviewed that the hiring process has been completed. A copy of the correspondence should be forwarded to HR for the recruitment file.
2. HR will use a form letter to notify the remaining applicants that the process has been completed and the position filled.
3. All applications and supplemental material submitted by applicants will remain on file in HR until the selected candidate has successfully completed the probation period. All interview and search related material should be returned to the Staff Analyst in HR.