



STAFF AND MANAGEMENT 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 is 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 Management (MPP) only:

1. Submit a completed *Request for Personnel Action* form to the Human Resources Analyst. Attachments required are: updated or new position description form and an organization chart.
2. The Human Resources (HR) Analyst reviews the position description and determines the 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. 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.
4. 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.
5. The recruitment period for represented positions shall be dictated by the appropriate collective bargaining agreement. All job bulletins should specify a closing or review date.
6. Applicants are required to complete an online employment application. Documents that are required for the selection process such as cover letters and resumes can be attached to the online application.
7. Job applicants receive an online acknowledgement after they have submitted their application.

8. If a closing date is specified then applications received after the closing date will not be considered. Applications are not accepted before a job bulletin has been posted.
9. Applications are screened for minimum qualifications by Human Resources. The applications and attachments will be sent by the HR Analyst as a report via an online link. The link may be shared with committee members. Applicants that meet the minimum qualifications will be indicated on the report.
10. 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 of the committee or designate a Chair. It is recommended that members of the committee be trained in interviewing practices to ensure fair and equal treatment of all applicants. This training can be provided by the HR Analyst.
11. 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 CSUEU represented employees currently employed at a campus...” (Article 9.3).
12. 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.
13. All aspects of the search process are confidential. Any information an individual has access to as a result of his/her status on a search/interview committee 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.

Candidate Interviews

1. Applicants are contacted by the Chair of the Search/Interview Committee or his/her designee by to arrange interviews. A confirmation letter along with a map and parking pass can be provided to the interviewee.
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 successful finalist will be requested to complete a background authorization release form after accepting the job offer. The background investigation must be successfully completed as a condition of employment.
2. After receiving the Background Investigation Consent form, the HR department will conduct background checks per Cal Maritime's background check procedure.
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 can 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 and returned to Human Resources.

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 **Recommendation for Hire** form. 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 **Recommendation for Hire** form must be submitted to the appropriate Vice President for approval.
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 appropriate Vice President'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 by the Director of HR before any verbal offer can be made to a candidate. The HR 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., the offer of employment must be made contingent upon the candidate successfully completing all necessary requirements. Successfully passing the background check is also required.

8. All verbal offers of employment must be followed by an appointment letter that is drafted by the HR Analyst. The letter includes: 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 of any kind should be specified in the appointment letter.
9. Except in extenuating circumstances, employees should not start work prior to 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 those candidates interviewed that the hiring process has been completed.
2. All applications and supplemental material submitted by applicants will remain on file in HR. All interview and search related material should be returned to the HR Analyst.