

# Navigating the Coast Community College District Recruitment Process



**Bre Ritter - Human Resources Coordinator**



# The inside *Scoop*

Have you ever served on a hiring committee?

What do you remember about your interview process?

# Overview



## What you'll learn in this workshop:

- What guides our process?
- Hiring Freeze
- Recruitment Process
- Communication & Status Updates
- Final Tips

# What Guides Our Recruitment Process?

Human  
Resources

State &  
Federal  
Laws

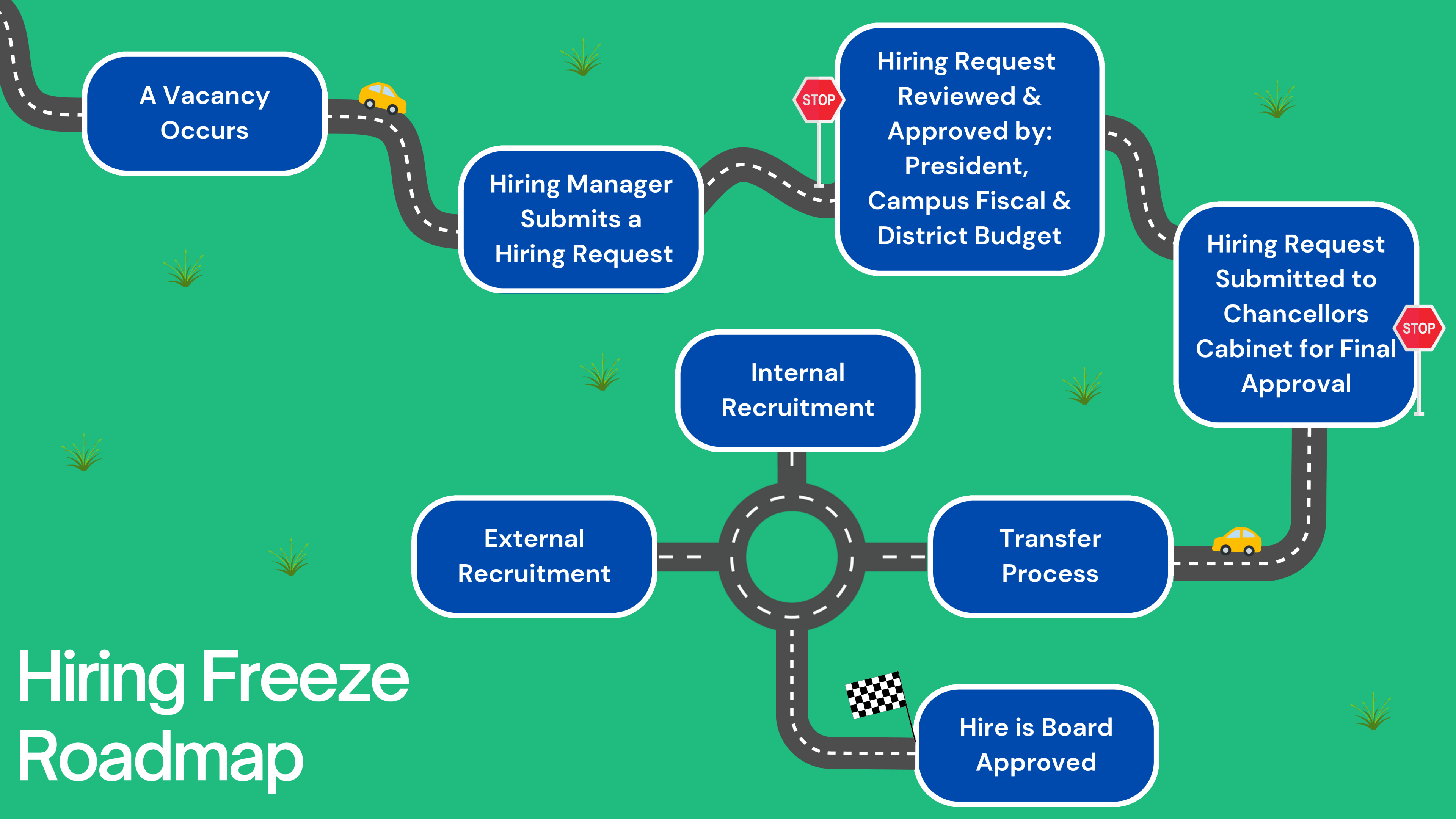
Hiring  
Freeze  
Resolution

Board  
Policies &  
Procedures

Equal  
Employment  
Opportunity  
Plan

Shared  
Governance  
Committees





# Hiring Freeze Roadmap

# What is the Hiring Freeze?

01



Transfer Process

02



Internal Recruitment

03



External Recruitment

# Transfer Process

1. All individuals on the transfer list are emailed about the new transfer opportunity.

2. Permanent Classified employees in the same or higher salary grade position have 2 business days to express interest.

3. Transfer candidates apply for position and may be selected for an interview.

**Note:** *Transfer Requests expire every academic year. You must re-apply each year to remain on the Transfer List.*

# Internal Recruitment

1. Open for all permanent Classified employees to apply.
2. Application Period: 10 business days
3. Application Review – 2 rounds
4. Zoom Interview
5. In-person Final Interview
6. Reference Checks

# External Recruitment

1. Open for anyone to apply.
2. Application Period: 10 business days
3. Application Review – 2 rounds
4. Zoom Interview
5. In-person Final Interview
6. Reference Checks



# Recruitment Process

What can I expect?

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## Application

- Education & Experience
- Attachments: Resume, Cover Letter, Transcripts
- Supplemental Questions!

## Interview with Search Committee (Zoom )

- Assess your technical skills & abilities
- Experience related to the role
- Writing exercise, review of interview questions, presentation or demonstration, behavioral and scenario questions.

## Final Interview with Selection Committee (In-person)

- Assess interpersonal skills & overall skill set
- Experience related to the role
- Review of interview questions, may include a testing exercise and standard Q&A interview.

## Reference Checks

- References are called for finalist
- 



## References

## Resume

## Text Resume

## Attachments

| Attachment | File Name                  | File Type | Created By | Action  |
|------------|----------------------------|-----------|------------|---|
| Resume.pdf | <a href="#">Resume.pdf</a> | Resume    | Job Seeker | <a href="#">Edit</a> <a href="#">View Redacted File</a> |
| Resume.pdf | <a href="#">Resume.pdf</a> |           |            |   |

## Supplemental Questions

1. Q: Please tell us what custodial equipment you have used.

A: Trained in carpet cleaning  
Scrubbers  
Walk behinds  
Buffers  
High pressure washers

2. Q: Provide a description of related experience.

A: Basic hand tool knowledge

## Work Experience

VT verified no work experience.

## Certificates and Licenses

## Attachments

| Attachment                      | File Name                                       | File Type    | Created By | Action  |
|---------------------------------|---|--------------|------------|---|
| <del>Resume</del> resume 6.docx | <del>Resume</del> <a href="#">resume 6.docx</a> | Resume       | Job Seeker | <a href="#">Edit</a> <a href="#">View Redacted File</a> |
| <del>Resume</del> resume 6.docx | <del>Resume</del> <a href="#">resume 6.docx</a> | Cover Letter | Job Seeker | <a href="#">Edit</a> <a href="#">View Redacted File</a> |
| DISPATCH DOCS.png               | <a href="#">DISPATCH DOCS.png</a>               | Certificate  | Job Seeker | <a href="#">Edit</a> <a href="#">View Redacted File</a> |

## Supplemental Questions

1. Q: Golden West College is committed to fostering a culture of inclusive excellence by uplifting employees and students through an environment that is equitable, diverse, inclusive, and accessible. When responding to the questions below, please provide clear examples with successful outcomes, offer instances where you applied job skills to enhance diversity, equity, and inclusion, as well as your input towards advancing the overall culture at your former workplace. Please confirm Yes to acknowledge that you have read and understand these guidelines.

A: Yes

2. Q: The following questions will be carefully evaluated to determine the most qualified candidates to be invited for an interview. Please provide clear and detailed responses and do not paste your resume, put "see resume", N/A or leave blank. Please confirm Yes to acknowledge that you have read and understand these guidelines.

A: Yes

3. Q: Describe your experience with multi-tasking while under stressful conditions. Provide a specific example.

A: See resume

4. Q: The Public Safety department often deals with confidential and or sensitive information. Tell us about your professional experience maintaining confidential records or information.

A: I've been DOJ trained

5. Q: Tell us about a time where you have provided service to someone that was very upset. How did you de-escalate the situation?

A: Working for MPD as a previous dispatcher i dealt with a suicidal caller and had to keep her on the phone until police arrived, had to get her location via lat/long due to her not wanting to provide an address.

6. Q: I understand that a COMPLETE application packet is required for consideration, which includes the following: 1. A completed Coast Community College District Online Employment Application. 2. Responses to supplemental questions. 3. A Resume. 4. A Cover Letter.

A: Yes

# Communication & Status Updates

## Email Communication

All recruitment communications are sent to the email listed on your application.

### TIPS:

- Add Government jobs email to your contact list.
- Check your email regularly and respond as soon as possible.

If you have questions or need your application email changed contact your HR Recruitment Coordinator.

## Status Updates

You should receive an initial status update within a few weeks of the application deadline.

Contact the HR Recruitment Coordinator if you have questions about your status.

## Current Opportunities

Utilize the following to stay informed of current job opportunities:

- Submit a Transfer Request
- District Employment Opportunities Email
- Job Interest Cards
- Visit CCCD's Employment website to see all available opportunities.



# Final Tips to Boost Your Knowledge & Preparation

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## Tip # 1

Read Job Description, Minimum Qualifications and what a complete application requires.

## Tip # 2

Utilize all components of the application. Highlight your experience that directly relates to the role.

## Tip # 3

Look out for and read the CCCD Jobs Emails and sign up for job interest cards.

## Tip # 4

Apply to the Transfer List.

## Tip # 5

Contact Human Resources if you have any questions.

Questions?

