



## **The Interview Process**

### **Search Committee**

#### **First Steps**

The Search Committee is selected by the Hiring Manager for all Director and above positions. The committee must have a committee chair. The chair of the committee is the “holder of record.” The committee chair must maintain all documents, to include, resume rating forms and interview rating forms for every candidate. The chair is responsible for collecting ALL documents including applicants resumes after every committee meeting. The committee chair must also document all discussions of the committee during the selection process. Further, the committee chair must maintain these records and if for any reason the college enters legal litigation regarding the interview process, the committee chair will be asked to provide the documents to the Chief Human Resources Officer.

A resume rating form is no longer required for all positions (only faculty positions). Human Resources will review all other job openings first to identify applicants that meets the minimum qualifications for the position. Human Resources recommends that all candidates deemed qualified should be interviewed (either online or in-person).

- Classified positions are viewed to ensure minimum qualifications are met and subsequently cleared by Eliana Hoda ([ehoda@dcc.edu](mailto:ehoda@dcc.edu))
- Unclassified staff positions are viewed to ensure minimum qualifications are met and subsequently cleared by Devin Flot ([dtflot@dcc.edu](mailto:dtflot@dcc.edu)) or Nadia Mingo ([nmingo@dcc.edu](mailto:nmingo@dcc.edu))
- Faculty positions are viewed by the hiring manager within the department and are viewed to ensure minimum qualifications are met by creating a resume rating form that is aligned to the job description. Resume rating forms must be created that are pertinent to the position, and must also align with the posted job description. Each member of the faculty position search committee must complete the resume rating form.

**Please keep in mind that the interview process must be fair, consistent and confidential. All members of the search committee must sign a confidentiality form and return to the search committee chair.**

#### **Step Two**

Once all qualified applicants are selected, an email will be automatically sent from PageUp to the Search Committee Chair notifying he/she that applicants are available for review. The Hiring Manager should forward the search committee form to the Assistant Director of Human

Resources. The information will then be uploaded into the PageUp system. Once the names of the search committee are entered, each member of the search committee will receive an email from PageUp indicating that there is an applicant whose application and all other documents are available for review. The Search Committee Chair should remind Search Committee members to review qualified applicants in PageUp. All the information is confidential.

**My Dashboard**  
 Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

**Position Description**  
 My position description - Under review  
[Manage position descriptions and create...](#)

**New job**  
 1 Jobs open  
[New job](#)

**Approvals**  
 0 Jobs awaiting your approval  
 0 Approved

**Advertisements**  
 0 Advertisements

**Applicant Progress Board**  
 A holistic view of the applications for each active job you are recruiting for  
[Review applications](#)

**Applications**  
 0 Jobs have applicants for review  
 0 Applicants assigned to you for review

**Search committee review**  
 1 Jobs requiring panel review

**Offers**  
 0 Offers awaiting your approval  
 1 New status  
 0 New hire tasks

**Guidelines / Tips**  
 Click [HERE](#) to access online reference materials.

**My search committee jobs**

Job number	Date added	Status	Title	User	Total applications	Your role	
482513	Dec 14, 2021	Approved	TEST Answer Center Counselor	HH	3	Chairperson	<a href="#">View Applicants (2)</a> <a href="#">View responses</a> <a href="#">Edit job</a>

## Step Three – The Interview

The interview committee should develop interview questions. The questions should be designed to determine a candidate's capability to perform the essential functions that have been defined in the job description. Each candidate should be asked the exact questions posed to other applicants, please do not stray from your questions or ask a different question to one candidate than what you asked to others. Remember the process must be fair, consistent, and confidential. Only write comments that are pertinent to the job on the interview rating form. For example, if a candidate tells you that they have two children, please do not write on the form that the individual has two children...this is not relevant to the job and if for any reason the candidate does not get the job and chooses to take legal action all documents will be entered as evidence and the fact that the candidate was denied the job because of children can be an arguing point.

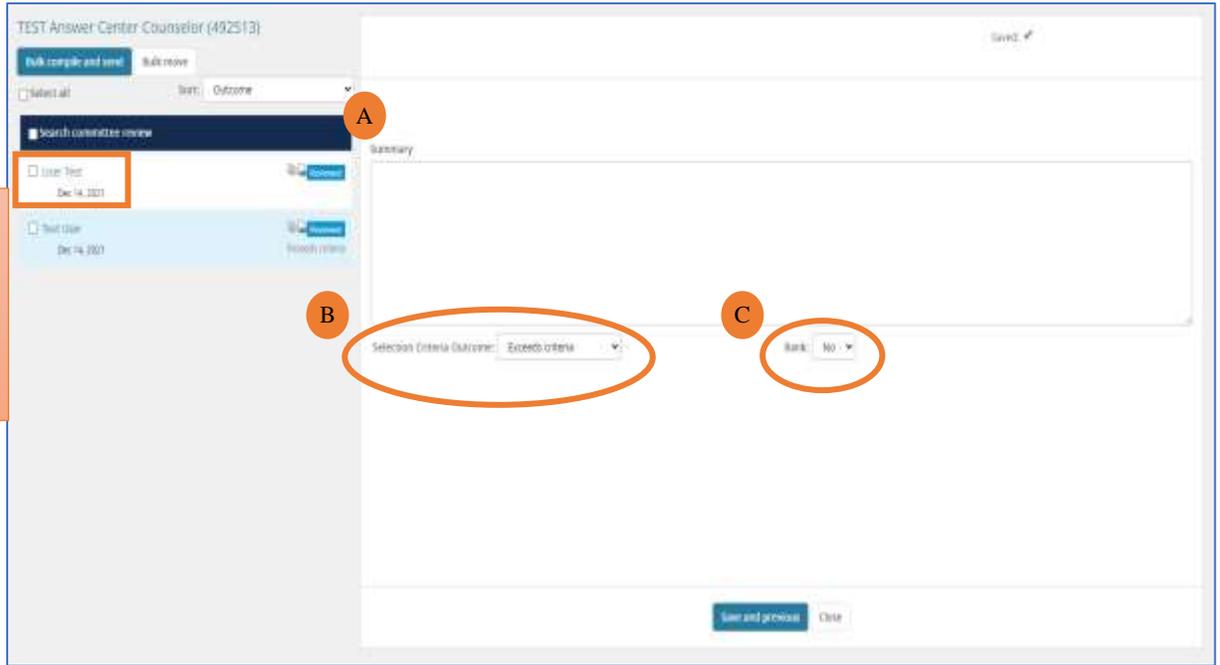
The interview process must meet the following criteria for each applicant:

- ✚ Have a Committee Chair
- ✚ Consist of the same committee members
- ✚ Be fair, consistent, and confidential
- ✚ Consists of questions that are relevant to the job

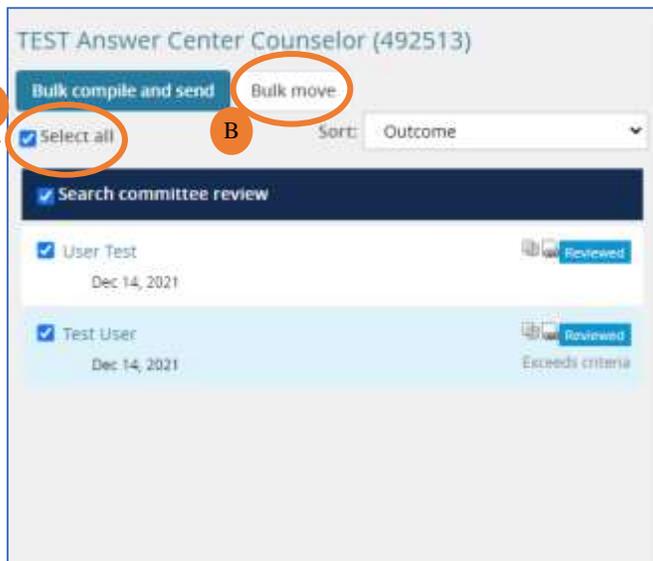
## Step Four – After the Interview

Once all applicants have been interviewed the following steps should be completed by the search committee chair.

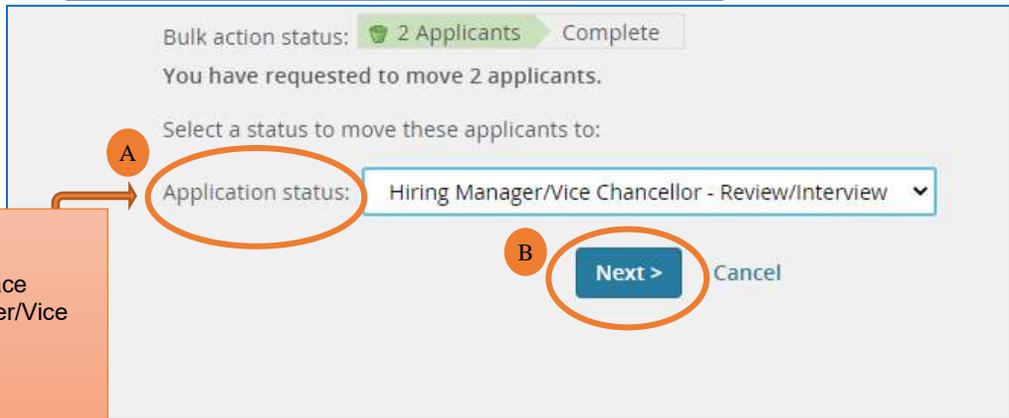
- ✚ Notify the Hiring Manager of the applicant(s) recommended by the search committee. The Hiring Manager will interview the recommended candidates. Once the Hiring Manager has interviewed applicants and selected an applicant, he/she will notify Human Resources of the chosen candidate for the position.
- ✚ The Hiring Manager or next level supervisor will contact Human Resources Department to request the commencement of the background check for all NEW employees to the college. Human Resources will then provide the salary for the candidate based on the CUPA or SREB salary range, education level and higher education experience.
- ✚ Once the PageUp Online Approval signature process is completed, an offer letter will be initiated through Adobe Sign, requesting the electronic signature of the Chief Human Resources Officer and the candidate.



Click box next to applicant's name to provide:  
**A. Summary,**  
**B. Selection Criteria Outcome,** and  
**C. Rank.**



To bulk update status for applicants:  
**A. Click "Select all"** then  
**B. Click "Bulk move"**



Update applicant status  
**A. Click "Application status"** to place applicants into the "Hiring Manager/Vice Chancellor – Review/Interview"  
**B. Click "Next"**

## Questions Not to Ask During an Interview

The following are some of the key areas that are covered by fair housing laws. Essentially, you cannot ask questions that will reveal information that can lead to bias in hiring. Only ask questions that are related to the job. Avoid all questions that are of a personal nature. Stick to the job at hand and only ask questions that are pertinent and relevant to the job. **Please keep in mind that the interview process must be fair and consistent.** Below are categories that should **not** be used to form questions to ask candidates during an interview:

- ✚ **Affiliations:** Do not ask about clubs, social organizations, or union membership. You can ask about relevant professional associations that are pertinent to the job.
- ✚ **Age:** Do not ask a candidate's age or date of graduation (which can reveal age).
- ✚ **Criminal Record:** Do not ask if a candidate has been arrested.
- ✚ **Religious Beliefs:** Do not ask about religious beliefs or affiliations; however, if Saturday or Sunday work is required you may ask if the candidate has a problem working on those days.
- ✚ **Culture/National Origin:** Do not ask about ancestry, national origin, parentage or birthplace.
- ✚ **Native Language:** Do not ask the candidate what their native language is, what language is spoken at home, or how language was learned.
- ✚ **Race/Color:** No race related questions are legal and avoid questions related to personal appearance.
- ✚ **Disabilities:** Do not ask!
- ✚ **Sexual Orientation:** Do not ask!
- ✚ **Marital or Parental Status:** These questions are discouraged and should not be asked.

**Despite your careful preparation and question selection, some candidates will volunteer information that you would prefer not to know. The best way to handle this situation is neither to pursue it nor to make note of it. You can't erase the information from your memory, but you can eliminate it as a discussion point and selection factor.**

If you have any questions, please do not hesitate to contact the Talent Acquisition Manager at (504) 762-3039 or Human Resource Generalist at (504) 762-3022.