

RECRUITMENT PANEL ORIENTATION

Presented by
Oregon Coast Community College
Office of Human Resources

PANEL RECRUITMENT COMPOSITION & ROLES

Composition

Hiring Supervisor

- Established the Panel and SME
- Introductory Meeting
- Coordinate recruitment activities
- Conducts reference checks on finalists
- Gathers and submits all documentation from the process
- Forwards finalists for final hiring decision

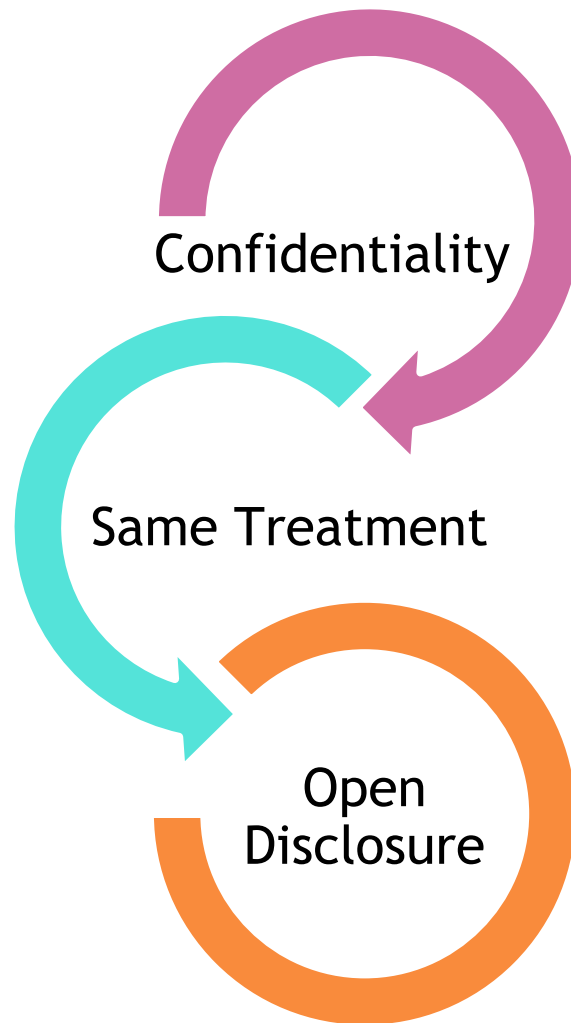
Subject Matter Expert (SME)

- Review candidates using established rubrics
- Participates in interviews
- Identify finalists for further consideration
- Maintain confidentiality of the screening and selection process

Panel Members

- Participates in interviews
- Identify finalists for further consideration
- Maintain confidentiality of the screening and selection process

THE 3 PRINCIPLES OF SCREENING COMMITTEES



CONFIDENTIALITY

Means that the panel recruitment members will only discuss:

- The applicant pool
- The screening plan
- The recommendation process



CONFIDENTIALITY

- All discussions will occur in a place where the discussion will not be overheard or misinterpreted by someone outside the screening committee.
- Maintaining silence on panel activities as this will protect the integrity of the panel recruitment process.



CONFIDENTIALITY

Do you have any tips for my interview?

Are you close to making a decision?

Do you have a finalist yet?

I didn't get the job. What did I do wrong?

I can't talk to you about any of this. If you have questions, please contact HR.

I'm better than the person selected, why didn't I get the job?

How many people applied for the job?

Can you put in a good word for me?

How's it going?



Confidentiality of the screening committee information is *forever*. It does not cease once a person is hired.

Whether service on a panel occurred ten years ago or ten days ago the need to retain confidentiality still exists.

SAME TREATMENT

- The purpose of *Same Treatment* is to give each candidate equal consideration in the screening process.
- Committee members cannot discuss the interview and selection process with applicants on an individual basis.
- All candidates need to be treated equally, and if one applicant is given information that other candidates are not provided, the equality of the process has been negated.

SAME TREATMENT

How to help ensure Same Treatment?

- ⦿ Interview questions are developed ahead of time. Do not deviate. Appropriate follow up questions are okay
- ⦿ May provide the questions to the candidates ahead of time (usually 15 minutes - just before their interview).
- ⦿ Do not assume work related information or background, if you need to know about something, ask everyone!

OPEN DISCLOSURE

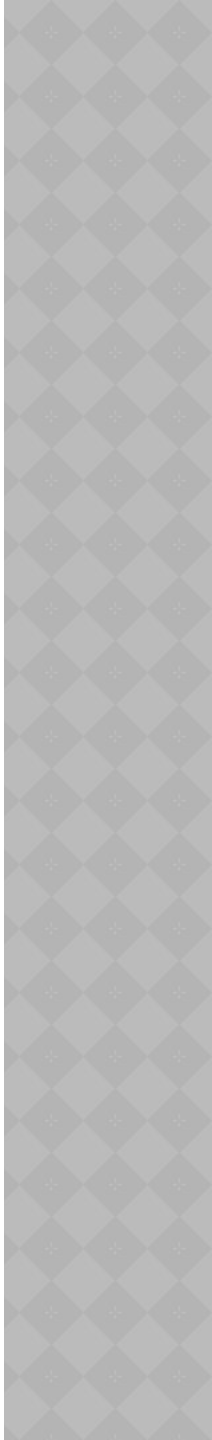
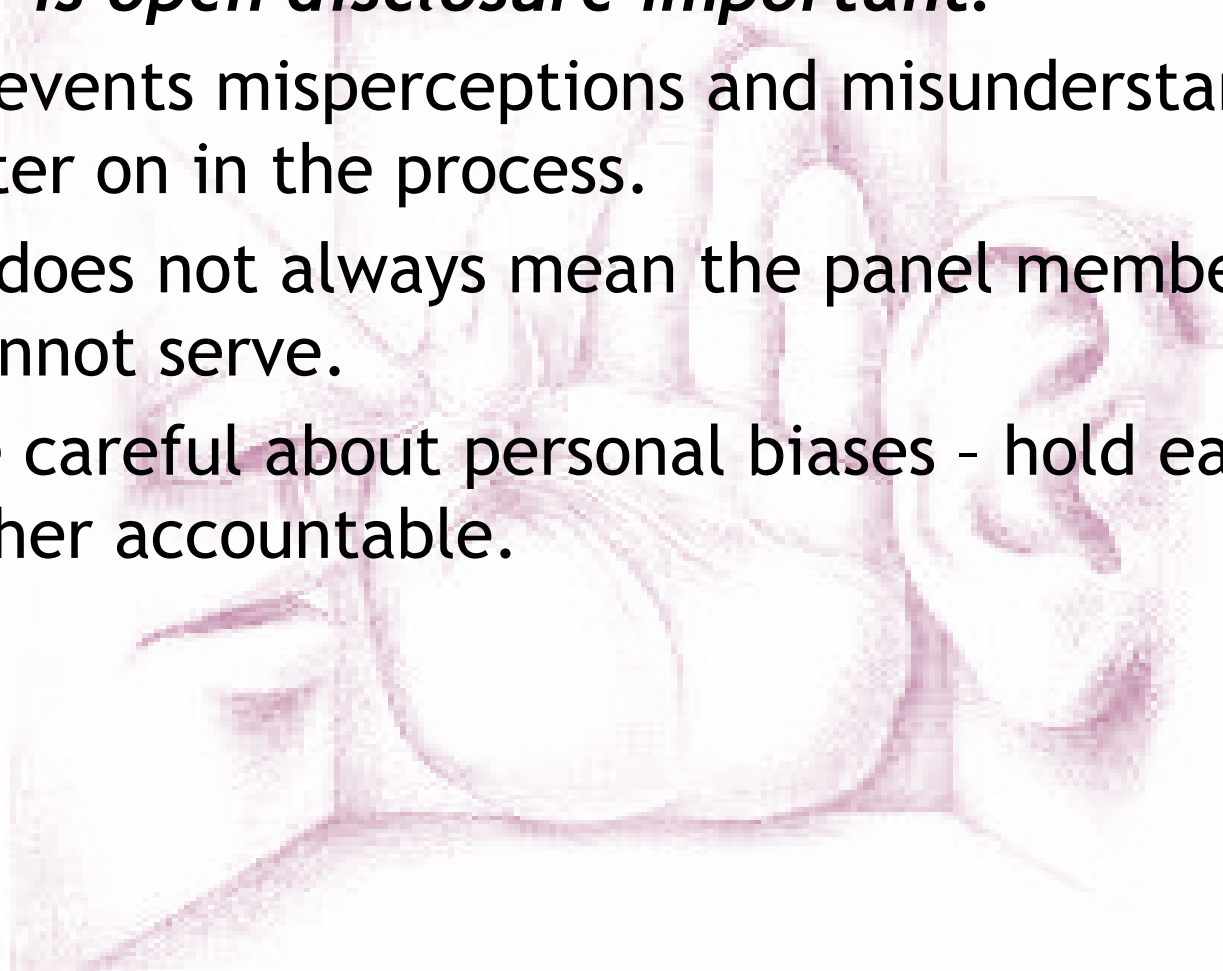
What is Open Disclosure?

- ⦿ If a panel member, SME or hiring supervisor has present or past involvement with an applicant in *any* way, it is important that they disclose that to the other committee members.
- ⦿ All panel members, SME and hiring supervisors are required to sign a **Screening Committee Disclosure** form.

OPEN DISCLOSURE

Why is open disclosure important?

- ⦿ Prevents misperceptions and misunderstanding later on in the process.
- ⦿ It does not always mean the panel member cannot serve.
- ⦿ Be careful about personal biases - hold each other accountable.



WHY DO WE USE THE 3 RULES?



Protect the Applicant
Protect the College Protect YOU!

- Enables the Hiring Supervisor and SME to evaluate each applicant on their merits rather than being influenced by outside sources.
- As an equal opportunity employer, this is OCCC's goal.
- Failure to follow any of these rules may lead to disciplinary action.

AFFIRMATIVE ACTION

Considering both federal and state law, it is unlawful to discriminate against an applicant for any of the following reasons:

- Race
- Color
- Religion
- National origin
- Sex
- Marital status
- Family relationship
- Age (unless under 18)
- Expunged juvenile record
- Mental or physical disability
- Workers injured on-the-job

In addition, there are laws and practices in place to ensure that the following are treated equally:

- Accommodations for Disability
- Preference for Veteran status

VETERANS PREFERENCE



- By Oregon statute veterans will receive a special consideration in the hiring process.
- HR will notify the Hiring Supervisor as to veterans in an application pool.
- At OCCC special preference for Veterans means that each self identified Veteran that meets the minimum qualifications will be invited for a phone/zoom interview.
- All steps must be documented.

WHAT CAN I ASK?

Keep the questions job related

- ⦿ Education, experience and training pertinent to the position and how they feels it will be of value.
- ⦿ The reasons for leaving positions.
- ⦿ Explain gaps in employment.
- ⦿ Whether or not the applicant can work the assigned schedule.
- ⦿ Membership in professional organizations related to the job.

BE PREPARED

What will you do if:

- ⦿ A candidate comes to the interview in a wheelchair.
- ⦿ During the interview, the candidate says “I have to take my lunch right at noon *everyday* because of my diabetes.”
- ⦿ You receive a thank you note/email sent to your personal address.

QUESTIONS?

If you need further assistance or have additional questions:

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