

SECTION IV

CLASSIFIED STAFF

EMPLOYMENT POLICY

AND

HIRING PROCEDURES

FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT

40 Tgegkrv"qh"vjg"Uvchhp i "Tgs wku kq p" d{ "G o r n q { o g p v " U g t x k e g u " u k i p c n u " c r r t q x c n " v q " d g i k p " v j g " u g c t e j " r t q e g u u 0 "

"
Rqukvkqp"Cppqwpeg o gpv"

30 Vjg"rqukvkqp"cppqwpeg o gpv"ku"fgxgnqrgf"d{ "vjg"cr rtqr tkcvg"cf o kpkuvt cvq tu"kp" eqpuwnvcv kqp"y kj"vjg"E ncuukhkecv kqp"Urgekcnkuv"cpf"G o r n q { o g p v " U g t x k e g u 0 "

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- Cf o kpkuvt cvq tu"y jq"uggm"vq"ejcpig"o kpko wo "gfwe cvkqp"cpf"gzrgtkgpeg"tgswktg o gpvu" o wuv"eqpuwnv"vjg"E ncuukhkecv kqp"Urgekcnkuv"vq"fgvgt o kpg"kh"uwe j"ejcpigu"ko rcev"vjg" ngxgn"qh"encuukhkecv kqp0"

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SEARCH COMMITTEE

Og o dgtujkr"

Ugc^ej "Eq o o kwgg^u"hqt"encuukhkg f"rqukvkqp^u" y k^mn"dg"guvcduku j g f"cp f"eqpxgpgf" d{"v j g"cr r tqr tkcvg" Eq^mng i g"qt" Fkuvtkev"cf o kpkuvtcvqt"qt"j kul j gt"fguk i pgg0""Encuukhkg f"uvchh."hcew^mv{."cf o kpkuvtcvqtu." cp f"uvwfgpvu." y j gp"cr r tqr tkcvg." o c {"ugtxg"qp"v j g"Eq o o kwgg0""V j g"Eq o o kwgg"o wuv"j cxg"cv"ngcuv" v j tgg"o g o dgtu<"v j g"ej ckt."c"tgrtgugpvcvkxg"htq o "v j g"dct i ckpkp i "wpkv"kp"y j kej "v j g"rqukvkqp"tgukf gu" *CEG."EUGC"qt"Vgc o uvgtu+."cp f"cp"Gswcn"Qrrqtwpkv{"Tgrtgugpvcvkxg0""V j g"Eq o o kwgg"uj qwnf" cnuaq"kpewf g"tgrtgugpvcvkqp"htq o "v j quq"g o rnq{gg"qt"go rnq{gg"itqwr u"y j q"ctg"ugtxgf" d{"qt" qv j gt y kug"kpvtcev"y kv j "v j g"rqukvkqp." y j kej " o c {"kpewf g"cpqv j gt"g o rnq{gg"htq o "v j g"uc o g" encuukhkecvkqp0""

- V j g"uwrgtxkukpi"cf o kpkuvtcvqt"pqt o cmn{"ugtxkegu"cu"ej ckt"qh"v j g"eq o o kwgg0"
- Cp"Gswcn"Qrrqtwpkv{"Tgr gr gty tttrqvglkegu"c

TRAINING

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- Tgxkg y "qh" Fkuvtkew" Fkxgtuky {"Xkukqp" Uvcvg o gpv"
- Fkuewuukqp"qh" Fkuvtkew" eq o o kv o gpv"vjg" Gswcn"qr rqtwwpkv{."fkxgtuky{."cpf"uvw f gpv"uweeguu"
- Vjg"ugctej"cpf"ugngevkkqp"rtqeguu"
- Tqng"qh"vjg"Ugctej"Eq o o kvvgg"
- Tqng"qh"vjg"Ugngevkkqp"Eq o o kvvgg"
- Fgxgnqr o gpv"qh"uetggpkpi"etkvgtkc"
- Y tkvkpi"ghhgevtxg"kpvtgxg y "swgukqpu"
- Ewnwtn"fkxgtuky{."kp"vjg"kpvtgxg y "rtqeguu"
- Tqng"qh"vjg"Gswcn"Qrrqtwwpkv{."Tgrtgugpvcvtxg"
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- Eqphkf gpvknkv{."

Tgurqpudknkvkgu"

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- 50 Fgxgnqr"lqd"tgncvgf"kpvtgxg y "swgukqpu"fgukipgf"vjg"fkuvkp i wku j "ecpfkfcvgu" y j q"y knm"dguv" o ggv"vjg"pggf u"qh"vjg"uvw f gpv."vjg"fg rctv o gpvl f kxkukqp."vjg"Eqmng i g."cpf"vjg" Fkuvtkew0"
- 60 Fgygt o kpg"y j gvj gt"vjg"tgswktg"ecpfkfcvgu"vjg"rghthqt o "c"umknmu"vguv"qt" o cmg"c"rtgugpvcvqkqp"kp"cf fkvkqp"vjg"tgurqpfkpi"vjg"kpvtgxg y "swgukqpu0"Y jgp"cr rtqrtkcvg"uwej"fg o qpuvtcvkqpu"uj qwn f"tghngev"vjg"ecpfkfcvgu"cdknkv{."vjg"qtm"ghhgevtxg" "kp" c"fkxgtug"eq o o wpkv{."eqmng i g"gp xtqpo gpv0"
- 70 Uetggp"cmn"cr rnkecvkqpu"vjg"ugngev"ecpfkfcvgu"hqt"kpvtgxg y 0""Rgt o cp gpv"g o rnq{ggu"qh"vjg" Fkuvtkew" y j q"o ggv" o kpk o w o "swcnkhkecvkqpu"uj cmn"dg"tcpvgf"cp"kpvtgxg y "d{."vjg"Ugctej"Eq o o kvvgg0""Vjg" Wpkqp"tgrtgugpvcvtxg"qp"vjg"eq o o kvvgg"uj cmn"o qpkvqt"vjg"kpewukqp"qh"kpvtgpcn"ecpfkfcvgu"y j q"o ggv"vjg" o kpk o w o "swcnkhkecvkqpu0"

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rwdnkcvkqpu"y jgp"cr rtqrtkcv."cpf"qp"qv jgt"Kpvgt pgv"ukvgu"cu"tgeq o o gpfgf"d{"vjg"cf o kpku vtcvqt0"
Fgrctv o gpv lrtq i tc o "hcewnv{ ."cf o kpku vtcvqtu."cpf"encuukhkgf"uvchh"ctg"cn uq"gpeqwtc igf"vq"eqpvcev"
cr rtqrtkcvg"qt i cpk|cvkqpu"vq"cuukuv"kp"kf gpvkh

_ g I " u"rc o

FINAL SELECTION

Vjg"cr rtqrtkcvg"cf o kpkuvtcvqt"y knn" o cmg"vj g"hpkn" f gekukqp"qp"vj g"ecpfkfcvgu"cpf"pqvh{"J w o cp"
Tguqwtegu"vq" hqty ctf"vj g"ugngevkqp"vq"vj g"Dqctf"qh"Vtwuggu"hq"cr rtqxcm⁰"
"

Vjg"cf o kpkuvtcvqt" o c{"gzvgpf"cp"qhhgt"qh"go rnq{ o gpv"vq"vj g"ugngevgf"ecpfkfcvg"rgpfkp i"
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"

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Tgxkugf" Cwi wuv"45."4226"

APPENDIX A

CLASSIFIED STAFF

EMPLOYMENT POLICY AND HIRING PROCEDURES

SECOND INTERVIEW

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"

Ugeqpf"Kpvgtxkg y "Rtqeguu"

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tgxkg y gf"df"vjg"Gswcn"Qrrqtwpkv{"Tgrtgugpvcvkxg"cpf"vjg"dctickpkpi"wpkv"tgrtgugpvcvkxg@> g...
vjg"hkp n v O gtxkgtu" q"gc" cvgpcpf" c`k c g\$ c`kxke vkqtu"qq"§ e " pvc
tt"utgpiv`u"kb§vkpi"vjg"e c` gpigu"qh"Vjg!r pks kqv" pf"vjg" g ug"
uvgc po O vkqt0s

Gcej"eq o o kvgg"o g o dgt"ci tggv"vq"qr gtcvg"kp"cp"qdlgevkxg"cp f"wpdkcugf"o cppgt"vj tqwi j qvw"vj g"
rtqeguu"cp f"wp fgtuvcp fu"vj cv"cp {"eq o rtq o kug"kp"qdlgevkxkv {"qt"fg o qpu vtcv kqp"qh"wpnc y hwn"dkcu"
o c {"vj tgcvgp"vj g"rtqeguu0"""""

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j cu"qeewttgf0"

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