

RECRUITMENT AND SELECTION POLICY

Background

This policy applies to the recruitment and selection process of all full-time Toro Auxiliary Partners open positions and outlines the procedure to be used by Toro Auxiliary Partners in the recruitment, screening, interview, and selection of qualified individuals for open positions. It is recommended that the recruitment for part-time, non-student, non-CSUDH employee positions also follow this process but it is not required. This policy will help ensure that Toro Auxiliary Partners is an Equal Opportunity Employer and in compliance with its Affirmative Action plan.

I. Policy

- Toro Auxiliary Partners will post an announcement for all positions for a minimum of five (5) days.
- Announcements for recruitment will be posted at Toro Auxiliary Partners's web site, Indeed.com, SimplyHired.com, LinkedIn, and other locations as appropriate. A link to Toro Auxiliary Partners job board will also be posted on the CSUDH website. Any advertising costs will be paid for by the hiring department/grant.
- Consideration will be given to all internal applicants who apply for an open position with essential qualifications to perform the required job duties.
- California State University employees will not *typically* be employed by Toro Auxiliary Partners concurrent with their University appointment. In the event that concurrent employment with the University occurs, Toro Auxiliary Partners will follow the CSU Additional Employment Policy.
- Recruitment will not be required for Grant or Contract positions in which an individual was specifically named in the agreement, the grant was created for that individual(s), and/or for CSU Additional Employment candidates.
- Recruitment may not be required to replace an individual for which recruitment was completed in the previous six (6) months for the exact same position, if a qualified applicant was previously identified and is willing to accept the position.
- Recruitment may not be required to fill an open position where consideration is being given to an individual that is on lay-off status provided the individual has the minimum qualifications required for the position.
- Non-supervisory/managerial positions may be selected for a promotion without posting the position only if it is in a normal progression of the individual, provided that the individual has met the minimum qualifications. Promotions to the Management Services Plan (MSP) employee designations must be approved by the Executive Director, VP of Admin Finance and in applicable cases the Toro Auxiliary Partners Board whether the position is in a normal progression of duties or not.

II. Procedure:

1. When an open position occurs, the appropriate hiring manager/supervisor will complete a job requisition form and position description on the appropriate Toro Auxiliary Partners templates. Following the completion of documents, hiring managers should request a salary analysis to obtain an appropriate salary range. Toro Auxiliary Partners Human Resources will not post the position announcement without a job description. Please see the Full-time Recruitment Workflow.

a) Information to be included on the position announcement includes the following:

- Position Title
- Department
- Manager/Supervisor Information
- Employment Classification (full-time/part-time etc.)
- FLSA Status: exempt or non-exempt (salary/hourly)
- Salary Range
- Position Summary
- Position duties; minimum and/or preferred qualifications
- Required education, experience and to include any special licenses certifications
- Position site location if different from the immediate campus area
- The date of the application review
- Summary of Benefits (if applicable)
- Standard Toro Auxiliary Partners information on Equal Employment Opportunity and Minimum Employment Requirements.

b) Job opportunities with Toro Auxiliary Partners will be posted as position announcements for a minimum of 5 days.

c) All applicants must follow the application procedure as stated on the position announcement to be considered for the position.

d) All employment applications/resumes received will be recorded based on the date received and generally posted within four to eight business days of being received with corresponding position description.

Formation of Search Committee:

1. A search committee is required for all full-time supervisory/managerial positions. The committee must be composed of at least three (3) individuals with one of those individuals being the coordinator of procedures with Toro Auxiliary Partners Human Resources and responsible for ensuring the interviews are conducted in a timely manner.
2. Each proposed member of the committee must take and pass the Recruitment and Searches training in CSU Learn prior to serving on the committee to ensure all members

adhere to fair and unbiased hiring practices. Instructions of accessing the training are included in this policy.

3. The search committee may be composed of executive/management staff, individuals working in a higher position and/or an individual working in a position of a level below or equal to the position being recruited. Toro Auxiliary Partners Human Resources must approve the hiring committee and Chair of the committee prior to interviews.

III. Screening:

1. Employment applications/resumes will undergo an initial review by Human Resources to determine if candidate minimum qualifications have been met. Human Resources will pass along eligible applicants to the hiring manager via the Applicant Stack system.
2. In some instances, applicants selected for consideration for interview may be asked to submit additional written information as appropriate to determine specific related requirements or skills.
5. An explanation or reason shall be given for all applications rejected or moved to the next phase of the selection process. The hiring manager is responsible to record the disposition codes, and to track when the applicant fell out of the process by updating the applicant's status in Applicant Stack (i.e. initial review, failed initial screening, phone interview, onsite interview, no interest etc.).

IV. Interview:

1. Interviews for full-time non-supervisory/managerial positions may be conducted by the hiring supervisor/manager, director of the department, designated staff and/or Toro Auxiliary Partners Talent Acquisition Specialist. A search committee is not required for these positions however, interviews must be conducted by at least two (2) individuals.
2. A search committee of three individuals selected by the hiring manager and approved by Toro Auxiliary Partners Human Resources is required for the interview and selection of full-time supervisory/managerial positions. The final selection recommendation may be made by the hiring manager and/or department head.
3. A minimum of three (3) applicants should be interviewed for any full-time position where three qualified applicants can be identified. If three (3) qualified applicants are not identified, two qualified applicants may be acceptable. Due to the hiring market, if only one candidate is available for interview a written justification to support attempts to attract additional candidates will be accepted in lieu of the additional candidates.
4. Before the interview process begins, the search and/or interview committee shall review the job description, the minimum requirements for the position, responsibilities of the

position, clarify questions that may be asked and review the standard/criteria that will be used to select the individual for the position. A candidate interview rating sheet with select interview questions must be prepared in advance of the interview.

5. The interview process will be a person-to-person (or virtual as a result of social distancing orders) interaction with an applicant to obtain information and assess the knowledge, skills, experience and qualifications of the applicants.

V. Selection:

1. Selection of a candidate to fill an open position will be based on the recommendation of the hiring supervisor/manager and interview committee to Toro Auxiliary Partners Talent Acquisition Specialist, who ultimately approves the final selection as long as all recruitment requirements are met.
2. Consideration will be given to the qualifications, knowledge, experience and skills of the candidate to meet the needs of the department. References, verification of degrees, certificates, credentials or any other information presented with the resume, application or in the interview will also be verified by the Human Resources department.
3. After interviewing the candidates, the committee and the hiring supervisor/manager will assess the overall interview presentation of each candidate, rate the candidates, and make a recommendation for selection. The hiring manager must provide justification as to why the candidate was recommended for selection.
4. The rating of each candidate will be completed on an Interview Rating Sheet. Each candidate should be evaluated individually by each member on the interviewing committee making a recommendation for selection and providing a justification or explanation as to why other candidates were not recommended.
5. Verbal offers of employment will be made by Toro Auxiliary Partners Human Resources along with written notification (an offer letter) stating the verbal offer, an explanation of the benefits and any condition and/or terms of the employment.
6. Toro Auxiliary Partners Human Resources will review the recruitment documentation used in making the selection to ensure that the selection was based on the qualifications of the candidate before submitting to Toro Auxiliary Partners Director of Human Resources for final approval.

See addendum for Executive/Key Management hiring approval process.

VI. Non-Selection of External Candidates:

1. After the selection process has been completed as detailed above, the hiring manager is responsible for communicating rejection notices to each of the candidates not selected for the position.
2. Hiring managers are instructed to utilize the rejection email template in the Applicant Stack applicant tracking system to send a blanket rejection email to all candidates not selected.
3. Hiring managers are required to send out rejection communications to candidates, no later than the selected candidates start date.

VII. Non-Selection of Internal Candidates:

1. Immediately following the hiring approval of the recommended candidate by the Talent Acquisition Specialist, the hiring manager is required to notify the internal candidate via email of non-selection. An offer of employment may not be sent to the selected candidate until internal candidate(s) have been notified regarding non-selection.
2. Subsequent to the official email, hiring managers should (at the request of the internal candidate) be available for an in person meeting to provide constructive feedback. All feedback should be neutral and nonspecific.
3. Should an internal candidate request a meeting with the hiring manager, a member of Toro Auxiliary Partners HR department must be present.

VIII. Retention of Records:

Records of applications and paperwork of applicants interviewed will be retained by Toro Auxiliary Partners Human Resources for five (5) years.

IX. Other:

Exceptions to this policy can be made by the Executive Director based on justifiable business needs and exceptional circumstances. In the event time does not permit the full enforcement of this policy, Toro Auxiliary Partners Executive Director has the authority to approve a new hire on an emergency basis. Emergency Hires are considered temporary employees, for which their employment may not exceed a six-month period. Following six months of employment, the hiring manager must fulfill the requirement of the policy to



transition the employee to permanent status. Hiring managers seeking the approval of an emergency hire must submit a detailed written justification to Toro Auxiliary Partners HR.