

**TRINITY VALLEY COMMUNITY COLLEGE
FACULTY AND STAFF
SEARCH AND EMPLOYMENT PROCESS**

PURPOSE

The primary purpose of this process is to ensure that all applicants have fair and equal access to employment opportunities while assuring compliance with all pertinent laws, rules and regulations.

Trinity Valley Community College is committed to creating an environment that is free of discrimination and harassment, fostering the professional development of each individual. All College departments have the responsibility to further the principles of equal employment opportunity. Recruitment, selection, promotion, compensation, and other personnel actions shall be based on professional abilities and qualifications and shall reflect our obligation to fill each and every position in the College with the best talent available.

It is our commitment to ensure that equal employment opportunity will be provided throughout Trinity Valley Community College to all employees and prospective employees.

SCOPE

These procedures apply to all full-time personnel hired by Trinity Valley Community College (TVCC).

By authority of the Board of Trustees, the President is authorized to make offers of employment and to employ personnel.

When a position becomes vacant for any reason, no hiring or search procedures shall be initiated until written authorization is received from the President.

The hiring department, in consultation with the appropriate vice president, shall determine the scope of a search, internal (in-house) or external. If the search is internal, the selection procedure shall be in accordance with these procedures excluding outside recruitment. Only full-time employees may be considered applicants for internal hires.

EXCEPTIONS

Exceptions to the policies and procedures of the search and employment process may be made by the President only.

GENERAL PROCEDURES

Qualifications and Accreditation

It is expected that an institution will employ faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach at the institution is from a regionally accredited institution.

General Responsibilities

Office of the President

- Approve or disapprove each search before the search process begins.

- Approve or disapprove all recommendations for hiring.
- Issue a written employment contract (if applicable) to each successful applicant.

Human Resources Office

- Maintain job descriptions.
- Meet with hiring department to provide an overview of the institution's selection procedures and equal opportunity principles.
- Verify salary, job title, job description, advertising, etc., of the vacation position.
- Request hiring departments' approval for all advertisements and vacancy announcements.
- Post vacancy announcements.
- Maintain a written record which documents all recruiting contacts, advertising, and postings.
- Receive applications for employment and keep an applicant log.
- Hold applications until all requested materials and/or information are received.
- Withhold incomplete applications from employment process (after application deadline).
- Administer required testing.
- Review questions to be used in the interview.
- Complete an affirmative action report and submit through administrative channels.
- Maintain all information regarding the selection process for two (2) years.

Hiring Department

- Ensure that the process is consistent with the institution's selection procedures and follow equal opportunity principles.
- Ensure Human Resources Office has current job description on file.
- Initiate the request for personnel.
- Outline suggestions regarding recruiting strategy and advertising.
- Provide Human Resources Office with copy of quantifiable interview questions to be used.
- Review applications to determine qualified and unqualified applicants based on minimum qualifications and to document reasons for disqualification.
- Interview applicants in the highest numerical cluster.
- Schedule telephone interviews and on-campus interviews.
- Ask all applicants the same job-related, objective questions and take notes of answers to support recommendation.
- Contact references and/or previous employers of the top applicant after the interview process.
- Confirm that the Human Resources Office will send out position-filled letters to unsuccessful applicants.
- Return all materials used in the hiring process to the Human Resources Office within five (5) working days.
- Contact applicant to make the job offer and negotiate the starting date.
- Initiate the Work Packet.
- Arrange for the new employee to complete work packet process with the Human Resources Office.

SEARCH AND EMPLOYMENT PROCESS

Request for Personnel

The hiring department should obtain a request for personnel from the Human Resources Office and notify which position is vacant. The Human Resources Office will attach a copy of the current job description along with the request for personnel.

The hiring department should verify the job description for qualifications and duties and responsibilities and make changes as needed. If the job description is changed, it should be in accordance with other TVCC job descriptions and approved before advertising occurs. If a job description is not on file, then one must be created in the appropriate format and approved. The request for personnel should be completed and all appropriate signatures obtained before advertising begins.

The completed request for personnel should be sent to the Human Resources Office for advertising. The Human Resources Office should verify salary, job title, and advertising, internal (in-house) or external. The hiring department and the President may determine if a position should be advertised internally or externally. After creating a vacancy announcement and an ad for the newspaper(s), the Human Resources Office will forward a copy of both to the hiring department for approval before actually placing the ad.

Job Description

At the beginning of the hiring process, the hiring department should ensure that a current job description is on file in the Human Resources Office. The job description will be used throughout the hiring process. It serves as the basis for preparing the request for personnel and vacancy announcement, explaining the job to applicants, conducting job interviews, and communicating exact job expectations to the new employee.

All required employment criteria should be clearly defined in the job description. These should be monitored in order to prevent criteria which are subjective and exclusionary. It is the hiring department's right to determine job qualifications, but it should be reasonable and job-related. Criteria should also be reviewed in light of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act. Employers should distinguish between essential and marginal job functions.

Vacancy Announcement: Posting of Vacancies

A vacancy announcement is based on the job description and is used for publication of both internal (in-house) and external vacancies. **Note:** The qualifications, both required and preferred, listed in the vacancy announcement and in the job description should be identical.

A vacancy announcement should list the position title and location, salary, application deadline, qualifications, duties, physical requirements, application procedures, and the Department of Homeland Security (DHS) requirements (I-9). All vacancy announcements should carry the phrase "Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability." "If special accommodations are needed, please call the Human Resources Office" should also be noted on the vacancy announcement.

Since TVCC advertises three (3) days in the newspaper(s) and one of these days must be a Sunday, it is imperative that the Human Resources Office receive enough lead time to prepare the advertisement. The Human Resources Office will advertise the opening in the local newspaper

(Athens, Palestine, Terrell, Kaufman), with the Texas Workforce Commission, and with minority leaders in the community. All vacancy announcements are advertised in a Sunday edition (unless it is a weekly paper that does not have a Sunday edition).

The vacancy announcement should be posted on prominent bulletin boards on each campus as well as the Human Resources Office. Vacancy announcements for professional-level positions should be sent to approximately 300 colleges and universities as well as other organizations. Some of these are minority institutions. If the hiring department wishes the vacancy announcement to go to other organizations, colleges, etc., please note on the request for personnel form.

Use methods that will get the word out to a wide range of potential applicants. It is suggested that the hiring department make direct contact with academic departments, professional organizations, and colleagues when a vacancy occurs. Ask that these groups send qualified applicants to the College. Also, the hiring department may want to advise associations, organizations, etc., that a vacancy exists in the department.

Applications for employment on a vacant position should be received in the Human Resources Office as follows:

- Secretarial/Clerical, Para-Professional, Service/Maintenance: seven (7) working days from first day of advertising.
- Faculty, Administrators, Professional/Non-Faculty: twenty-one (21) working days from first day of advertising.
- Emergency: time frame may be reduced, but requires authorization and approval by President.
- Application deadline: "or until filled" may be included with the application deadline.

After the original posting deadline, if the hiring department does not feel there is an adequate applicant pool, the job may be re-opened. Notify the Human Resources Office if this occurs. However, all current applications should remain in the pool.

Applications

A TVCC application for employment and other required documentation should be completed and received by the Human Resources Office before the application deadline in order to be considered an applicant for the vacant position. In some cases, applications may be mailed to the applicant. No other office should issue or receive applications.

For internal (in-house) application, employees should apply to the Human Resources Office with a letter of interest within three (3) working days of the posting of the internal vacancy announcement.

Applicants are requested, not required, to complete an EEO information request form which provides information regarding race, age, gender, disability, and veteran status for EEO monitoring. This EEO form should be kept separate from the application for employment.

If an applicant has completed an application for employment for a non-vacant position within the past thirty (30) days, then that application may be placed for consideration as an applicant. Applications for employment may be re-activated up to one (1) year if not placed for consideration for an open position. If an application for employment is older than one (1) year, the applicant should complete a new application for employment.

Once an application for employment is placed for consideration, the application should remain with that file as documentation for state and federal inspection. To apply for another vacant position, the applicant must fill out another application for employment.

Applicants may make copies of the application for employment and enter different position titles, but each copy must have an original signature. Each application packet must be complete in order to be considered as an applicant for a vacant position. Resumes may be attached to the application for employment; however, a resume may not be substituted in lieu of a fully completed application for employment.

Screening Applicants

An applicant evaluation form should be completed for each applicant. The Human Resources Office will screen for requested materials only. No applications may be forwarded to the hiring department if requested materials are missing. The form should be attached to the application for employment.

After the application deadline, the Human Resources Office should send an employment packet to the hiring department. This packet includes the following:

- Original request for personnel form
- Copy of vacancy announcement
- Applications for employment, with initial screening form attached
- Standards for required minimum criteria
- Standards for preferred criteria
- Applicant evaluation consolidated score form
- Standards for interview (questions)
- Telephone reference evaluation
- Standards for testing evaluation form
- Testing evaluation screening form
- Work packet for new employee
- Job description for new employee
- New employee guide to insurance

The Human Resources Office will send one (1) copy of each form; copies may be made as needed for the hiring process. The Human Resources Office will advise and counsel the hiring department throughout the hiring process.

Standards for required minimum criteria should be completed before evaluating any application for employment. The standards are based on the vacancy announcement/job description and must be based upon quantifiable, job-related criteria. All criteria must be essential to perform the work and capable of being demonstrated or measured, e.g., education, experience, license/certification, knowledge, skills, abilities, etc.

Standards for preferred criteria should be completed before evaluating any application for employment. All criteria must be essential to perform the work and capable of being demonstrated or measured, e.g., education, experience, license/certification, knowledge, skills, abilities, etc. Assign a point value for each criteria and response.

The hiring department should screen for required minimum qualifications. Evaluate each applicant and complete section B of the applicant evaluation form. If the answer is "no" to any of the questions on the form, the applicant is not qualified and may not proceed to the next level.

List the preferred criteria in section C of the applicant evaluation form and evaluate each applicant. Total the score and transfer to applicant evaluation consolidated score form. This second screening should be used to determine the degree to which the applicant has met or exceeded the criteria established by the hiring department.

Points should be applied consistently to all applicants. Other criteria discovered the screening and/or interview may be justified if above and beyond all other criteria and all other things equal among other applicants. The hiring department should be prepared to justify the point system.

If any testing is to be done for this position, it should be done at this point. See section on testing.

Once all applications have been evaluated, transfer scores to the applicant evaluation consolidated score form. Placing the applicants in rank order should help the hiring department to make decisions on who will be interviewed.

Some selection processes may involve more than one screening. Generally the first screening determines if applicants meet the required minimum criteria for the position; subsequent screenings become increasingly qualitative.

Testing

If testing is required, the hiring department should confer with the Human Resources Office to review and approve the test and to discuss the number of applicants to be tested. Applicants should be notified when testing may be completed.

Keyboarding tests may be administered by the Human Resources Office and remain active for one (1) year. The hiring department may administer some tests, e.g., computer skills, strength, endurance, etc.; however, all tests must be reviewed and approved by the Human Resources Office. All qualified applicants should be tested. Complete the standards for testing evaluation based on the vacancy announcement/job description.

If the hiring department does the testing, the testing evaluation screening form should be completed and attached to the application for employment. Circle the appropriate answer in section B (minimum testing score) or in section C (preferred criteria).

Physical agility tests are not considered medical examinations under the ADA and may be given at any point in the hiring process; but, they must be administered to all applicants in that job category. If they tend to screen out individuals with disabilities, the hiring department must be able to demonstrate that the tests are job-related and consistent with business necessity. Further, the hiring department must be able to demonstrate that no reasonable accommodation is possible that would enable people with certain disabilities to meet the requirements of the test.

If an acceptable score is not received in the testing process, the applicant is no longer considered "qualified" and may not proceed to the next stage.

The Interview

Prior to the interview of applicants, the hiring department should prepare the standards for interview (interview questions). Write the interview questions used in the personal interview on this form. Then, write the responses from the applicant below the question. This form lists the quantifiable job-related questions to be used in the personal interview. The questions and measured responses should focus on the applicant's professional and technical ability or knowledge to perform the job as set out in the job description.

These questions should not include a reference to the race, color, religion, sex (includes gender, sexual preference, marital status, pregnancy), national origin, age, disability, arrest/court record, or health history of the applicant. The questions should be the same for all applicants interviewed. Individual questions should relate solely to job requirements and qualifications as set forth in the job description.

A good general test for the advisability of a particular question: *will it help you decide whether an applicant is the best-qualified person for*

the job? If it will not help you make that decision, don't ask it. Such a question is either irrelevant or illegal, in which case puts the employer at risk. The more subjective the question, the greater the risk that the interview process itself can be successfully challenged.

Common sense, common courtesy, and a professional approach are the cardinal rules for successful interviewing. Treat all applicants with fairness, equality, and consistency. In other words, treat all applicants in exactly the same way. Discriminatory behavior is improper, even when it is not intended.

Panel interviews are not required; however, if the hiring department plans to use team or panel interviews, the same team or panel should be present during each interview to ensure consistent treatment of all applicants and consistent interpretation of the information obtained during the interview. If different levels of supervisors are used for the screening and/or interview process, the hiring department should collect all screening forms and complete a consolidated form.

Interviewers should avoid writing personal comments on interview and application documents. An employment decision depends on a thorough consideration of both "pluses" and "minuses" of the applicant. If an applicant discloses that he or she has a conviction, all circumstances surrounding any conviction should be considered. Inquire into the specific facts of the crime or crimes, the date of conviction, and the applicant's employment records since the conviction.

The Americans with Disabilities Act of 1990 has prompted a lot of change in the area of pre-employment medical examinations and inquiries. Under that law, an employer may not ask about an applicant's prior medical condition, prior injuries, prior claims for compensation, or disabilities. You can, however, give the applicant a chance to raise the issue by describing the job and asking if the applicant can perform the job tasks. If a disability is revealed in this general application process, the employer may inquire into whether there are accommodations that would enable the person to perform the essential functions of the job. The employer must then decide whether a given accommodation is "reasonable." The accommodation obligation of the employer only applies to accommodations that reduce barriers to employment.

At the close of the interview, the hiring department should explain to the applicant when a decision will be made and how notification will be made—either by phone or letter. The applicant should also be notified that leading applicants will receive reference checks. If you need to delay an anticipated decision date, advise the Human Resources Office of the new decision date.

After the interview, complete section D of the applicant evaluation form.

Reference Checking

Before making the final hiring decision, the hiring department should complete the applicant evaluation consolidated score form. The applicant with the highest numerical score should be offered the job pending a telephone reference contact or other requirements. Ensure that criteria used are objective, job-related, measurable, and can be consistently applied.

Questions that may be asked are on the telephone reference evaluation form. Any questions regarding timeliness and attendance need to be considered carefully; they may reference accommodations under ADA. If the hiring department is interested in an applicant, talk with him or her regarding any negative references. A score of "unknown" should be given for negative responses.

Part of the importance of reference checking is to protect the institution from violence and the possibility of negligent hiring/negligent retention lawsuits. Most employers will provide legitimate, factual, and provable information to other employers on a need-to-know basis for reference checks.

Final Selection / Applicant Notification

The hiring department should make a recommendation to hire the applicant having the highest numerical score and acceptable references. It is legal to condition a job on submission of official records, transcripts, certificates, licenses, medical exams, criminal checks, etc. (A criminal check may be administered, but it should be only the person to be hired.)

If the hiring department offers the position to the applicant and the applicant accepts the position, the Human Resources Office should be notified of the decision. Section C of the request for personnel should be completed by the hiring department and the necessary signatures obtained. The hiring department will issue a work packet which should be completed by the new employee with assistance from the hiring department.

The completed request for personnel form should be returned to the Human Resources Office. All applications for employment, selection documentation, and other related materials used in the hiring process should be forwarded to the Human Resources Office within five (5) days of the acceptance of the offer of employment. The Human Resources Office should review the documentation to ensure that the hiring department has complied with TVCC policies as set forth in the hiring process. Documentation not sufficiently detailed will not be accepted and will be returned to the hiring department for further clarification.

The new employee should meet with the appropriate dean, vice president, and President. After meeting with the President, the new employee's application for employment, resume, and official transcripts will remain in the President's Office as part of the official personnel file. New employees will complete the hiring process in the Human Resources Office.

The Human Resources Office will mail letters to the other applicants indicating that an applicant was employed whose qualifications more closely matched the requirements of the position.

Upon receipt of this documentation, the Human Resources Office will complete an affirmative action report. This report is developed from information received on the EEO information request forms.

All records and information obtained during the search process shall remain confidential and only discussed with those persons in a need-to-know position. All complaints alleging discrimination or questions of legality as it related to the search process should be directed to the Human Resources Office.

EEO # _____

JOB # _____

Trinity Valley Community College Request for Personnel

Section A. To Be Completed by Hiring Department, with All Signatures Required, and Returned to Human Resources for Advertising.

Position Title _____

Department/Account Number _____

Salary _____ Months to be Worked Per Year _____

Supervisor _____ Campus _____

New Position () Yes () No Job Description Completed/Updated () Yes () No

Replacement () Who did it replace? _____

How many hours per week will the person in this position generally work? _____
(if hours other than 8-4:30, please note)

() Full-Time

() Part-Time

Note: Special advertising, special work hours/days, reporting date, etc.:

Required Signatures for Approval to Initiate Search

Supervisor

Date

Dean/Director

Date

Vice President

Date

President

Date

Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.

sample
Trinity Valley Community College
Instructions for Search and Employment Forms

APPLICANT EVALUATION FORM PER0086

Section A. Did applicant submit all requested material by due date?

- Human Resources initiates form and completes Section A for the hiring department.
- If answer is “No” to any question, then the applicant is “Disqualified” and eliminated from the hiring pool.
- Human Resources checks reason rejected; prints and signs name; and enters date completed.

Section B. Does applicant meet required minimum criteria listed below?

- Complete Standards for Required Minimum Criteria (PER0087) prior to evaluating applicants.
- Minimums are based on the job description or vacancy announcement included with your information. (Standards do not change each time you hire for the position, unless the job description changes. You may keep this information on file.)
- Evaluate each applicant, and complete Section B by circling “Yes,” “No,” or “N/A” to questions listed on the form.
- If answer is “No” to any question, then the applicant is “Disqualified” and eliminated from the hiring pool. Go to Section F and check the reason rejected; print and sign your name; and enter date completed.
- Include copy of standards with search materials returned to Human Resources.

Section C. Evaluation of preferred/additional criteria held by applicant.

- Complete Standards for Preferred/Additional Criteria (PER0088) prior to evaluating applicants.
- Preferred/Additional criteria based on the job description or vacancy announcement. (Standards do not change each time you hire for the position, unless the job description changes. You may keep this information on file.)
- Assign a point value for the criteria.
- Evaluate each applicant, and complete Section C by circling “0, 1, 2, 3, 4, or 5” to criteria listed on the standards.
- Total criteria score for applicant; repeat process for all applicants that have met the required minimum criteria.
- Transfer names and scores of applicants **in rank order** to Applicant Evaluation Consolidated Score Form (PER0089).

Section D. Evaluation of applicant interview.

- Complete Standards (Questions) for Interview (PER0090) prior to interviewing applicants. Question pool should be reviewed by Human Resources.
- Questions should be objective, related to the tasks and responsibilities of the job, and tailored to help ascertain applicant’s qualifications for the job position.
- Make copies as needed from the copy you receive.
- Interview applicants in the highest numerical cluster of total criteria score; however, all qualified applicants may be interviewed, if so desired. If an applicant is not

Section D. Evaluation of applicant interview. (cont'd.)

- interviewed in the search process, then the applicant is “rejected” and eliminated from the hiring pool. Go to Section F and check the reason rejected; print and sign your name; and enter date completed. Do not complete a Standards for Interview form (PER0090) for this applicant.
- Enter applicant’s name, date of interview, position and department. Ask all applicants the same questions.
- Write interview questions and responses from applicant on the form. *If testing strength, skills, etc., complete Standards for Testing Evaluation (PER0092) and Testing Evaluation Screening Form (PER0094).*
- After the interview, complete Section D, rating applicant’s responses to interview questions on the Applicant Evaluation Form (PER0086). Use rating scale of “Less the preferred,” “Expected,” or “Exceeded expectations” and circle appropriate score.
- List strengths/highlights; concerns/weaknesses.
- Total interview score for applicant; repeat process for all applicants that are interviewed.
- Transfer interview scores to the Applicant Evaluation Consolidated Score Form (PER0089).
- Total combined score = criteria score and interview score. Total combined score should be recorded on Applicant Evaluation Form (PER0086) and Applicant Evaluation Consolidated Score Form (PER0089).

Section E. Telephone reference evaluation.

- Applicant with the highest total combined score should be offered the job, pending reference check or other requirements.
- Notify applicant that reference check will be completed on current/former employers and personal references; applicant may choose to withdraw from consideration at this point. Go to Section F and check the reason rejected; print and sign your name; and enter date completed. Then, go to next highest total combined score.
- If applicant wants to continue in search process, complete a Telephone Reference Evaluation (PER0091) on the applicant. Call current/former employers and personal references; use separate sheet for each reference.
- If reference is negative or unsatisfactory, you may want to contact applicant for statements regarding the references given. If statements are satisfactory or clear, you may hire this applicant. Check “Yes” in Section E; print and sign your name; and enter date completed.
- If statements are not satisfactory, check “No” in Section E. Go to Section F and check the reason rejected; print and sign your name; and enter date completed.
- If reference clear, notify applicant. Check “Yes” in Section E; print and sign your name; and enter date completed.
- Make arrangements with Athens campus regarding appropriate deans, vice presidents, president, and Human Resources (retirement/insurance).
- Return all search materials to Human Resources.

Section F. Check reason(s) for rejecting this applicant.

- See sections A, B, C, D, E.

Evaluator.

- Division chair, dean, supervisor, etc., completing forms.

sample
Trinity Valley Community College
APPLICANT EVALUATION FORM

NAME: _____ **POSITION:** _____

A. Did applicant submit all requested material by due date? (circle answer)

Application	Yes	No		Typing Test	Yes	No
Transcripts of all college work	Yes	No	N/A	Other _____	Yes	No
Resume	Yes	No	N/A	Other _____	Yes	No

If the answer is "no" to any of the above questions, the applicant is not qualified and should be eliminated at this step in the process. Qualified _____ Disqualified _____ (See bottom of page for reason and signature.)

B. Does applicant meet required minimum criteria listed below? (circle one)

1. <u>Does the applicant hold the required minimum degree?</u>	Yes	No	N/A
2. <u>Does the applicant have the required minimum experience?</u>	Yes	No	N/A
3. <u>Does the applicant meet the minimum testing score?</u>	Yes	No	N/A
4. _____	Yes	No	N/A
5. _____	Yes	No	N/A

If the answer is "no" to any of the above questions, the applicant is not qualified and should be eliminated at this step in the process. Qualified _____ Disqualified _____

C. Evaluation of preferred/additional criteria held by applicant: Rating Scale (circle one)

1. _____	5	4	3	2	1	0
2. _____	5	4	3	2	1	0
3. _____	5	4	3	2	1	0
4. _____	5	4	3	2	1	0
5. _____	5	4	3	2	1	0

**** TOTAL CRITERIA SCORE** _____

D. Evaluation of applicant interview:

Rating Scale (circle one)

	Exceeded expectations	Expected	Less than preferred
1. <u>Knowledge of field</u>	3	2	1
2. <u>Experience</u>	3	2	1
3. <u>Other:</u>	3	2	1
4. <u>Other:</u>	3	2	1
5. <u>Overall impression</u>	3	2	1

**** TOTAL INTERVIEW SCORE** _____

Strengths/Highlights:

Concerns/Weaknesses:

**** TOTAL COMBINED SCORE** _____

E. Telephone reference evaluation clear: () Yes () No, explain: _____

F. Check reason(s) for rejecting this applicant:

____ Not in highest numerical cluster	____ Accepted other employment
____ Qualifications not competitive with other applicants	____ Unable to contact
____ Evaluation ranking lower than other applicants	____ Failed to return call
____ Withdrew from consideration	____ Not a qualified applicant
____ Declined job offer; reason: _____	____ Other: _____

Evaluator: _____
 Printed Name and Signature of individual completing form Date

**** Transfer name and score to the APPLICANT EVALUATION CONSOLIDATED SCORE FORM in rank order.**

sample
Trinity Valley Community College
STANDARDS FOR REQUIRED MINIMUM CRITERIA

Position: _____ **Department:** _____

The hiring department should establish criteria from the vacancy announcement/job description. Criteria should be based on quantifiable job-related experience and educational qualifications. **All applicants must be evaluated on the same job-related criteria using the same standard for evaluation.**

Criteria for Applicant Evaluation

1. **EDUCATIONAL DEGREE** (if applicable): _____

2. **WORK EXPERIENCE** (if applicable): _____

3. **TEST SCORE** (if applicable): _____

4. **OTHER:** _____

5. **OTHER:** _____

6. **OTHER:** _____

7. **OTHER:** _____

8. **OTHER:** _____

9. **OTHER:** _____

Evaluator: _____
Printed Name and Signature of individual completing form

Date

sample
Trinity Valley Community College
STANDARDS FOR PREFERRED/ADDITIONAL CRITERIA

Position: _____ **Department:** _____

The hiring department should establish criteria from the vacancy announcement/job description and should devise a standard to use in determining the point value. *Criteria should be based on quantifiable job-related experience and educational qualifications. All applicants must be evaluated on the same job-related criteria using the same standard for evaluation.*

<u>Criteria for Applicant Evaluation</u>	<u>Point Value</u>
1. _____	
_____	Score 5
_____	Score 4
_____	Score 3
_____	Score 2
_____	Score 1
2. _____	
_____	Score 5
_____	Score 4
_____	Score 3
_____	Score 2
_____	Score 1
3. _____	
_____	Score 5
_____	Score 4
_____	Score 3
_____	Score 2
_____	Score 1
4. _____	
_____	Score 5
_____	Score 4
_____	Score 3
_____	Score 2
_____	Score 1
5. _____	
_____	Score 5
_____	Score 4
_____	Score 3
_____	Score 2
_____	Score 1

Evaluator: _____ Date _____

sample
Trinity Valley Community College
APPLICANT EVALUATION CONSOLIDATED SCORE FORM

Position: _____

Department: _____

Name of Applicant	* Total Criteria Score	Total Interview Score	***Total Combined Score
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____

* *Applicants in the highest numerical cluster in the total criteria score should receive an interview; however, all applicants may be interviewed.*

*** *Applicant with the highest total combined score should be offered the job, pending reference check or other requirements.*

Evaluator: _____
Printed Name and Signature of individual completing form

_____ Date

sample
Trinity Valley Community College
STANDARDS (QUESTIONS) FOR INTERVIEW
(make copy of form for each applicant to be interviewed)

Name: _____

Date: _____

Position: _____

Department: _____

Questions should be objective, related to the tasks and responsibilities of the job, and tailored to help ascertain applicant's qualifications for the job position. **Ask all applicants the same questions.**

Questions for Interview: Write Your Interview Question and Response from Applicant

1.

2.

3.

4.

5.

Evaluator: _____

Printed Name and Signature of individual completing form
PER0090 (02/02)

_____ Date

Questions for Interview (cont'd)

6.

7.

8.

9.

10.

11.

12.

sample
Trinity Valley Community College
TELEPHONE REFERENCE EVALUATION
(make copies as needed)

Applicant Name: _____ **Contact Date:** _____

Position: _____ **Department:** _____

Personal Reference: _____ **Phone Number:** _____

Comments: _____

Professional Reference: Company Name: _____ **Phone Number:** _____

Company Representative Giving Reference: _____

Please describe context (current/previous employer, co-worker, educator, etc.) in which you know applicant: _____

How long have you known the applicant? _____ () Years () Months

Dates of Employment: **From:** _____ **To:** _____
 () Full-Time () Part-Time () Seasonal

Position(s) Held: _____

What degree of supervision is/was required? _____

	<i>Outstanding</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Job Knowledge	_____	_____	_____	_____	_____
Quality of Work Performed	_____	_____	_____	_____	_____
Quantity of Work Performed	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Overall Rating	_____	_____	_____	_____	_____

Comments: _____

Reason for Leaving: _____

Was adequate notice given? () Yes () No () Not Applicable
If no, were extenuating circumstances present? () Yes () No

Would he/she be eligible for rehire by you? () Yes () No () Conditional
(Applicant should not be penalized if former employer does not answer this question. TVCC does not answer this question when giving out references regarding current and former employees. Our answer: "if the former employee applied for an open position and that person was the best qualified applicant, then yes.")

REFERENCE CLEAR: () Yes () No

JOB OFFER: () Accepted () Declined; reason _____

Explain reason for hiring / not hiring applicant: _____

Evaluator: _____ _____
 Printed Name and Signature of individual completing form Date

Trinity Valley Community College
STANDARDS FOR TESTING EVALUATION

Position: _____ Department: _____

Tests should be similar to one or more of the important duties that are performed on the job. It should replicate and simulate those duties as closely as possible. Each applicant will be rated on a scale according to each job-related criteria: *Exceeded expectations*, *Expected* (minimum), or *Less than preferred* (not qualified). The hiring department should establish criteria from the vacancy announcement/job description and devise a standard to use in determining the scale. ***All applicants must be evaluated on the same job-related criteria using the same standard for evaluation.***

Criteria for Testing Evaluation

1. **KEYBOARDING TEST:**

Did not type minimum score of _____; circle "No" on Section A of Applicant Evaluation Form; not qualified.

Typed minimum score of _____; circle "Yes" on Section A of Applicant Evaluation Form; send to hiring department.

2. **STRENGTH TEST; EXPLAIN:** _____

_____	Exceeded expectations
_____	Expected
_____	Less than preferred

3. **SKILLS TEST; EXPLAIN:** _____

_____	Exceeded expectations
_____	Expected
_____	Less than preferred

4. **SKILLS TEST; EXPLAIN:** _____

_____	Exceeded expectations
_____	Expected
_____	Less than preferred

5. **SKILLS TEST; EXPLAIN:** _____

_____	Exceeded expectations
_____	Expected
_____	Less than preferred

Evaluator: _____
Printed Name and Signature of individual completing form

Date

sample

**Trinity Valley Community College
TESTING EVALUATION SCREENING FORM**

Name: _____

Position: _____

Department: _____

Testing should be objective, related to the tasks and responsibilities in the job, and measurable. *All applicants must be evaluated on the same job-related criteria using the same standard for evaluation.*

Select Testing Instrument(s)

1. KEYBOARDING TEST (Human Resources)

Score _____

Date _____

Evaluator _____

Referred to Hiring Department? () Yes () No

Enter this information on the Applicant Evaluation Form (PER0086), Section A.

Comments: _____

2. STRENGTH TEST

_____ Less than preferred _____ Expected _____ Exceeded expectations
Enter this information on the Standards for Interview (PER0090) and the Applicant Evaluation Form (PER0086), Section D.

Date _____

Evaluator _____

Comments: _____

3. SKILLS TEST

_____ Less than preferred _____ Expected _____ Exceeded expectations
Enter this information on the Standards for Interview (PER0090) and the Applicant Evaluation Form (PER0086), Section D.

Date _____

Evaluator _____

Comments: _____

sample
Affirmative Action Report
Make-Up of Applicant Pool

Department _____ ***Position*** _____

Position # _____ ***EEO#*** _____ ***Applicant Pool Total*** _____

ETHNIC DATA / SEX

<input type="checkbox"/> White	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Black	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Other	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Unknown	<input type="checkbox"/> Male	<input type="checkbox"/> Female

DISABLED DATA

Yes
 No
 Unknown

RECRUITMENT DATA

TWC (TEC)
 Advertisement
 Word-of-Mouth
 Drop-In/Human Resources
 Other
 Unknown

***PERSON
EMPLOYED***

	Name	Race	Sex
--	------	------	-----

This report is compiled from the Equal Employment Opportunity Information Request Forms returned to Human Resources.

Affirmative Action Officer _____

Date _____

Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.

