

Search Committee Selection Process Quick Guide

After the job positing closes, your recruitment specialists will need to review the applications before the committee can view them. Applications will be moved to "Under Review by Committee" either "Qualified" or "Not Qualified". The Search Chair and Administrative Assistant assigned to the recruitment in CHRS will receive an email from the CHRS system when applications are ready for review. They will also be notified of any on-campus employee the committee is required to interview per bargaining contract.

Reviewing Applications

- Applications can be found in the CHRS system at: https://calstate.dc4.pageuppeople.com/
- Assess candidates based on their knowledge, skills, experience within CSUB.
- An applicant that is marked "not qualified" cannot be interviewed. If the search chair feels that an applicant
 does meet the minimum qualifications, they can reach out to the employment specialist for further
 discussion prior to the interviews.
- Any applicant identified in the email to the Search Chair and Administrative Assistant from CHRS as required to interview, must be interviewed.

Interview Guidelines

- 1. Interview questions must be submitted to the Employment Specialist for review and approval <u>prior</u> to conducting interviews. <u>Interview Questions Guide</u>
- 2. Committee members should adhere to the approved questions and be careful not to ask questions of a personal nature. Some examples are: "do you have any children, what is your daycare situation, what year did you graduate?"

Qualifications Appraisal Rating Form Guidelines

- 1. All committee members are required to submit rating sheets and interview notes. <u>Qualifications Appraisal</u>
 Rating Form
 - a. The committee should review and discuss rating categories prior to the interviews. If the position is not an MPP or lead position, then column 6 should not be rated. If column 7, "specialized skills", will be rated, the committee must determine the specialized skills they are rating (i.e., recruiting experience, PeopleSoft exp, higher ed exp, etc.,) and indicate this on the rating form. If no specialized skills have been identified, then this category should not be rated.
 - b. Comments on the rating sheets, if any, should be objective and related to the answers provided by the candidate and should not include personal observations. For example, "good vibe, not dressed appropriately, not a good fit, etc.". You do not have to comment on the rating sheet, but you do have to indicate a rating for each category based on the rating guide.
- 2. Rating sheets should be complete, signed, and the overall rating must correlate with the ratings given for the individual categories.
- 3. Provide all rating sheets and notes to the Search Chair for review.
- 4. Search chair will ensure that three telephone references are completed for the top candidate. At least one reference should be from a current supervisor. <u>Telephone Reference Check Form</u>
- 5. Upload rating sheets, committee notes, and telephone references to the job requisition in CHRS or to a BOX folder shared with the Employment Specialist. Please see the HR website for your Employment Specialist contact information: https://www.csub.edu/hr/recruitment.



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Qualifications Appraisal Rating Form Example

Recruitment Number	: #516954					Calif	ornia	State Of	Unive	ersity, f Huma	STATE		
Position: Classifica	tion & Compensation	Analyst	Qua	lification	ons App	raisa	al R	atin	g F	orm	1		A E D C. C.
Date of Oral Interview: 01/01/2022 Rater's Signature:		RATING GUIDE											- KSL
		96-100 Outstanding 86-95 Well Qualified 76-85 Satisfactory 70-75 Passable Below 70 Disqualified	io	Alertness, Comprehension, Ability to Present Ideas	Judgment: Would you trust this person's judgment on the job?	Experience Quality and Quantity	Education and/or Training	Supervision and Administration	Specialized Skills				Overall Rating
Rater's Sandy Searchmember Printed Name:	General												
		Scoring below 70	1	2	3	4	5	6	7	8	9	10	0 - 100
Candidate's Name:	Diana M.	Outstanding				х	×						
oundidate 5 Hume.	Diana м.	Well Qualified							×				
Comments:		Satisfactory	×	×	х								
C		Passable											88
Class/Comp. Cer	related experience. tification.	Disqualifying											
Candidate's Name:	Jadine R.	Outstanding											
Jandidate's Name:	Jadine K.	Well Qualified											
Comments:	comments:		×			×	×		×				
Responses to interv. questions were vague. Did not directly respond to the questions.		Passable		×	×								76
		Disqualifying											
Candidate's Name: Jorge A.	Outstanding					×							
balldidate's Name. Sorge A.		Well Qualified	×	×	×	X			×				
Comments:		Satisfactory											
Master's in statistics. Good experience in Class/Comp. Public Institution.		Passable										_	89
		Disqualifying											
Candidate's Name:	Alex T	Outstanding											
Panuluate s Haine. Alex 1.		Well Qualified											
Comments:		Satisfactory	х	х	×	×	x		Х				70
Decrease to a	antinan american	Passable					_	_	_	-	-	-	78
Responses to questions-answers were brief - didn't provide examples.		Disqualifying									+		

Example of an incorrect Qualifications Appraisal Rating Form. Errors include rating supervisor experience for a position that does not require supervisor experience, incorrect overall ratings, inappropriate or personal comments, and lack of uniform criteria utilized.

Rater's Printed Name: Harrison Ford Comments:	RATING GUIDE 98-100 Outstanding 98-95 Well Qualified 98-96 Satisfactory 97-85 Satisfactory Passable Elow 70 Diaqualified Comments required if Scoring below 70 Dutstanding Well Qualified Satisfactory Passable Disqualifying	Qua General Impression	Alertness, Comprehension, A Ability to Present Ideas	Judgment: Would you trust this person's judgment on the job?	Experience Quality and Quantity	Education and/or	Supervision and Administration	g Fo	orm	9		Overall Design
Rater's Signature: Serinted Name: Scandidate's Name: Harrison Ford Scomments:	98-100 Outstanding 98-95 Well Qualified 98-95 Well Qualified 98-95 Passable 98-97 Disqualified Comments required if Scoring below 70 Outstanding Well Qualified Satisfactory 92-95-96	1	2	3		5			8			
Candidate's Name: Harrison Ford W	70-75 Passable Below 70 Disqualified Comments required if Scoring below 70 Dutstanding Well Qualified Satisfactory Passable	1	2	3		5			8			
Comments:	Outstanding Well Qualified Satisfactory Passable				4		- 6	7			10	Rating
Comments:	Well Qualified Satisfactory Passable		~							3	10	0 – 100
Comments:	Satisfactory Passable					-	1/				\vdash	
	Passable							-			\vdash	
	Disqualifying										\Box	760
Willeman , oure 2. co												. •
examples of organiz, skills.												
Candidate's Name: Adam Sandler w	Outstanding Well Qualified											
6	Satisfactory	1/		1/			1/				\vdash	
Comments:	Passable							-			\vdash	76
	Disqualifying										\vdash	14
Disologi (ICE)												
	Outstanding											
	Well Qualified	~	~		V	-					\vdash	
	Satisfactory Passable	_					~	_	_		\vdash	98
C /	Disqualifying										\vdash	10
Great smile	2/3quanynig										Ш	
Candidate's Name: Sofia Vergara	Outstanding											
Soma vergora w	Well Qualified		~		V							· · · · · · · · ·
	Satisfactory						~				\vdash	75 15
1 . Com OPOUL P	Passable Disqualifying							\vdash	_		\vdash	12 2100
Seemed very nervous	Disqualitying										\vdash	75 newous?
	Outstanding											
JU120	Well Qualified Satisfactory	_						\vdash			\vdash	STEPPTE
	Satisfactory Passable	_				_		\vdash		_	-	Stepped to take
	Passable Disqualifying	_						\vdash		_	-	Wasn't in
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1											1	room for