	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR R-000</b>
		<b>RECRUITMENT, SELECTION AND EMPLOYMENT</b>
<b>ISSUE DATE:</b> January 9, 2007	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b>	<b>CHANGES:</b> New	

## I. POLICY

It is the policy of the District to recruit and select employees on job-related factors that include an individual's qualifications and capabilities to perform a job and that the use of any personal, political, or social influence to secure selection or assignment to a job is prohibited ([LACCD Board Rule 10301](#)).

## II. DEFINITIONS

- **Applicant** is a person who has expressed an interest in employment with the District.
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.
- **Employee** is a person assigned to a specific position for a certain period of time.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.
- **Recruitment** is the act of seeking prospective new employees.
- **Selection** is the process of choosing a candidate in preference to others to fill a particular position.

## III. REQUIREMENTS

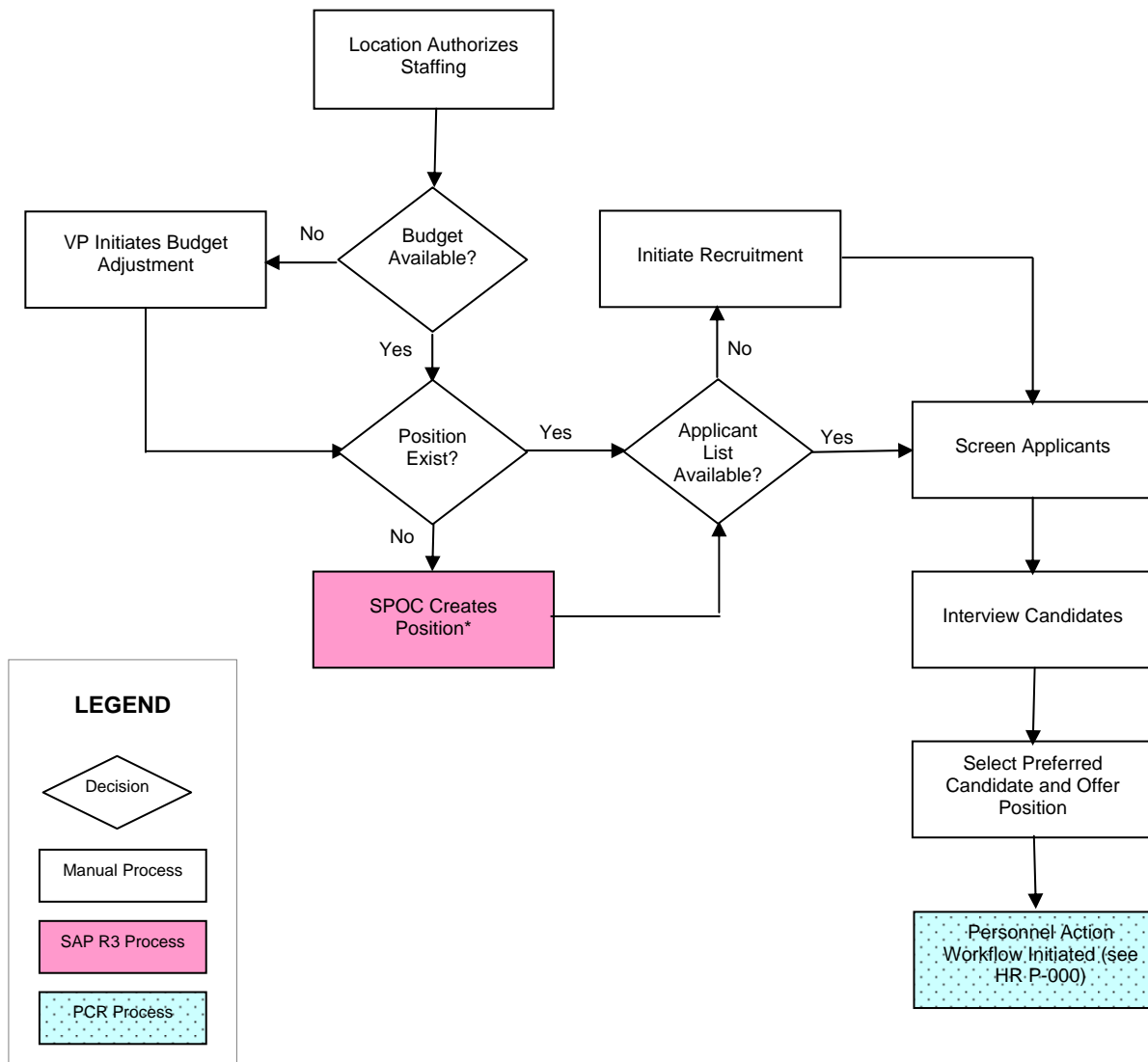
- A. Recruitment and selection processes vary according to employee service. The nature of employment—permanent or temporary—as well as job code also affects the recruitment and selection process, timelines, and oversight responsibilities. Table R-000, Recruitment and Selection Service Summary, defines employee service and identifies applicable Human Resource Guides for each service.

TABLE R-000 RECRUITMENT AND SELECTION SERVICE SUMMARY		
SERVICE	DEFINITION	HR GUIDE
Academic	Employees having responsibility for the operation of or formulating policy for the instructional or student services program (California Code of Regulations, Title 5 § 53402; LACCD Board Rule 10301).	R-100 Academic Employees
Classified	Every position not defined by the regulations of the board of governors as an academic position and not specifically exempted from the classified service according to the provisions of Section 88003 (California Educational Code § 88004; Personnel Commission Rule 516 Classification Plan)	R-200 Classified Employees
Unclassified	<ul style="list-style-type: none"> <li>• Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment;</li> <li>• Full-time students employed part time, and part-time students employed part time in any college work-study program (California Educational Code § 88003)</li> </ul>	<a href="#">R-300 Unclassified Employees</a>

- B. The recruitment and selection requirements described in this guide are applicable to all positions. Additional steps may be required for specific types of assignments. When that situation occurs, a separate guide is developed.
- C. It is the responsibility of each College/Division to establish, follow, and monitor internal procedures to ensure recruitment and selection procedures are in keeping with compliance reviews, recruitment activities and selection processes as defined in LACCD policies and procedures.
- D. The following general steps take place with any recruitment and selection process. The specific procedures can, however, vary according to service.
1. **Identify Position and Funding:** The position must be authorized to be filled in accordance with location specific shared governance and/or management approvals being in place.
    - a. The position must have sufficient funding for the duration of the assignment.
    - b. The position must have sufficient vacant FTE, or in the case of temporary employees, hours, available to allow additional assignments to be made.
    - c. If there is no position established, or position attributes must be changed, it is necessary to create/change the position as described in HR Guide H-700, Position Establishment and Change.
  2. **Recruit Candidates:** Recruitment begins with the distribution of employment opportunity announcements through the most cost effective marketing techniques appropriate for the job class. Shortened recruitment processes are sometimes possible when a pool of candidates has been identified within the previous months.

3. **Screen Candidate Applications:** Applicants responding to recruitment efforts are screened for qualifications and capabilities through a review process applicable to the employee service. Applicants judged appropriate become candidates for a particular position.
4. **Interview Candidates:** Candidates are interviewed by the designated decision maker(s) and the preferred candidate is selected to fill the vacancy.
5. **Offer Position:** When the selected candidate accepts the offer, and the assignment of the person to the position is approved, the finalist undergoes a final qualification review and then is hired.

**FIGURE R-000– GENERAL RECRUITMENT AND SELECTION WORKFLOW**



#### IV. ADDITIONAL SOURCES

##### **CALIFORNIA GOVERNMENT CODE**

[Government Code 11135](#)

##### **LACCD BOARD RULES**

[Board Rule 1202 Non-Discrimination Policy](#)

[Board Rule 10301 Selection and Assignment of Faculty](#)

[Board Rule 11203 Rules Governing Merit System for Classified Employees](#)

##### **PERSONNEL COMMISSION RULES**

[Rule 503 Power of the Personnel Commission to Prescribe Rules](#)

##### **CALIFORNIA EDUCATION CODE**

Education Code 87400 Academic Qualifications

Education Code 88080 Classified Merit and Fitness

Education Code 88076 Exempt from Academic or Classified

##### **HUMAN RESOURCES GUIDES**

R-100 Academic Employees

R-110 Academic Administrators

R-120 Faculty, Regular

[R-121 Instructor, Consulting & Special Assignment](#)

[R-122 Faculty, Limited](#)

[R-123 Faculty, ITV](#)

[R-124 Faculty, PACE](#)

[R-125 Department Chairs](#)

R-130 Faculty, Adjunct

[R-140 Faculty, Substitutes](#)

R-200 Classified Employees

R-210 Classified, Senior Management

R-220 Classified, Regular

R-230 Classified, Relief

R-240 Classified, Substitute

[R-300 Unclassified Employees](#)

R-310 Professional Experts

[R-320 Student Employees](#)

R-340 Miscellaneous Unclassified

[R-400 Athletic Directors and Coaches](#)