

# Los Angeles Community College District Personnel Commission

## Offering Interviews

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The obligation to certified eligibles is to offer them the opportunity to interview. If the individual declines the opportunity to interview, he/she is deemed not to be “ready and willing” and can be removed from consideration for the position. This may or may not result in clearing a rank. If more than one name appears on the rank, it will not clear the rank. If the rank is cleared as a result of the eligible declining interview, the Hiring Authority is entitled to another rank of names from the eligibility list.

- “Ready and willing” is defined as being ready to appear for interview within the next two working days after a phone contact or by the third working day after the 3-day letter is sent AND willing to report for work within 14 days from the date the job is accepted. **For executive and management positions the time limits are 14 days to appear for interview and one month to report to the job.**

### Who Must Be Interviewed

1. It is the recommended and prevailing practice in the District to interview all eligibles in the first three ranks of the certification. However, the policy requirement is as follows:
  - All eligibles in the first rank of the certification who accept the offer of interview shall be interviewed.
  - If there are less than three eligibles in the first rank of the certification, all eligibles in the first and second rank of certified scores shall be interviewed.
  - If there are less than three eligibles in the first and second rank of the certification, all eligibles in the first, second and third rank of the certification shall be interviewed.
2. If there are fewer than three ranks on an eligibility list, the hiring authority is encouraged to offer interviews to the eligibles, but is not required to interview or hire and can request a new recruitment for the position.
3. Pending the establishment of a new eligibility list, the hiring authority can hire a provisional employee. (See Quick Reference Checklist – Hiring a Provisional Classified Employee)
  - A provisional employee is one who meets the minimum qualifications for a job classification, has not qualified by examination.
  - Provisional employees are limited to serving 90 working days at full time (173.33 hours per month); thereafter, they must be reduced to part-time (a maximum of 151 hours per month). This is State law.
4. It is permissible, under limited and controlled situations, to offer interviews to more than three ranks of eligibles at one time. Examples include:
  - When there is more than one position being filled at one time.

- The composition of the interviewing committee is such that it would be difficult to reconvene the group on more than one occasion.

**Note: In such situations it is critical not to offer employment to anyone until it has been determined that the selected eligible is reachable for employment.**

### **Special Interviewing Situations**

1. The District's classified collective bargaining contracts with Unit 1 (AFT College Staff Guild Clerical/Technical Unit) Local 99 (SEIU Local 99 Operations Unit) and Building Trades Council require that the two most senior employees requesting transfer must be offered the opportunity to interview.
2. If the position being filled is occupied by an employee who has been reclassified and who had to take a qualifying examination before being regularly assigned to the position, there is no obligation to interview other eligibles on the list.