

College of the Siskiyou
Human Resources

Hiring Procedures Information

1. To be considered a candidate for a position at College of the Siskiyou, *all materials* requested must be on file no later than the filing deadline date.
2. Candidates wishing to apply for more than one position must submit duplicate materials for each position.
3. The Selection Process:
 - a) A selection committee comprised of faculty and staff will screen all applications. Not all candidates who meet the minimum qualifications will be granted an interview.
 - b) The Committee may invite selected candidates to an interview held at College of the Siskiyou. From those candidates interviewed, the committee may recommend selected persons to the Superintendent/President.
 - c) The Superintendent/President may interview the candidates selected and recommend a candidate to the Board of Trustees.
4. The Interview:
 - a) Travel costs related to an initial interview will be paid for by the candidate. For Administrator and Faculty positions, the college will reimburse candidates for approved travel costs of the final interview.
 - b) In the interview, consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity.
 - c) Interviews may include a demonstration of the skills, abilities, and knowledge required for this position.
5. Candidates will be notified by letter upon completion of the hiring process.
6. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.
7. The College reserves the right to withdraw or re-advertise the position, or to delay filling a position indefinitely if it is deemed that applicants for the position do not constitute an adequate pool or for other unforeseen circumstances.
8. **Materials submitted in the application procedure will not be returned to applicants.**
9. An optional form, "Confidential Information," is distributed with each application. Completing and returning this form is submitted on a voluntary basis by the candidate. The Human Resource Office maintains an Equal Opportunity Employment file, which yields the composition of the applicant pool by minority group, gender, and age for each open position.
10. Disabled persons who require assistance to complete applications, to participate in testing, or to attend interviews should notify the Human Resource Office to arrange for accommodation.

College of the Siskiyou is committed to hiring a staff that is sensitive to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students. All applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, marital status, disability, sexual orientation, political affiliations, or beliefs.

*College of the Siskiyou is an **Equal Opportunity Employer** and encourages applications from minorities, women, and disabled individuals.*