

**SEARCH PLAN**

* Contact HR for support on the Posting process. If you need a copy of the Job Class Specs please contact your assigned recruiter and they will provide it for you. Please refer to the job descriptions when completing the Search Plan for Full-Time positions.
* IMPORTANT!: All actions and processes that will occur during the recruitment must be outlined in the Search Plan before the recruitment begins. (Attach additional pages if necessary) Complete and thorough documentation of the recruitment process meets the EEO/AA requirements.
* This document is CONFIDENTIAL and is not to be shared outside of the hiring committee and Human Resources throughout the process.

**POSITION INFORMATION (Please complete all applicable areas)**

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| **Position Title** |  |
| **Position Number** |  |
| ***Faculty Only:* What type of position is this posting?** | [ ] Academic [ ] Occupational [ ] Service [ ] Adjunct |
| **Department Name** |  | **Department ID**  |  |
| **Job Code** |  | **Grade** |  | **Shift Eligible** | [ ]  Yes [ ]  No |
| **Supervisor Name and Title** |  |
| **Scheduled Work Hours** |  | **Scheduled Work Days** |  |
| **Calendar** | Choose an item. | **FTE** | Choose an item. |
| **Work Location** | Choose an item. | **Posting Type** | Choose an item. |
| **Is this position new?** | [ ] Yes [ ] No | **If no, who is this posting replacing?** |  |
| **Budget Code (Chartfield String)** |  | Choose an item. |

**JOB POSTING INFORMATION (Please complete all applicable areas)**

**Job Summary:** Please provide a brief description, in your own words, about the overall purpose of the position. What will the person be doing on a regular basis? Will an applicant understand what the job involves from the information provided? This should be a brief paragraph, three to five sentences.

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**Essential Functions:** Please list the principle tasks, duties and responsibilities of the position using percentages. Make sure that your percentages add up to 100%. Please note that “other duties as assigned” should not make up more than 10%. **(Faculty positions do NOT require percentages)**

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**Minimum Qualifications:** Minimum experience, education and training to enter the job.

All Staff positions will utilize the published Minimum Qualifications listed in the Job Description.

All Faculty positions will utilize the published [Minimum Qualifications](https://curriculum.maricopa.edu/departments/center-for-curriculum-transfer-articulation/instructional-councils/instructional-council-resources/faculty-hiring-qualifications/hlc-minimum-qualifications-for-hiring) for the advertised discipline.

**These must be the same as listed in the Job Description, no changes allowed.**

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**NOTE:** Please list the equivalency for degree and education that the committee will be using to evaluate applicant submissions. Equivalencies cannot be more stringent than the minimums nor can they be less than the required minimum. This information will also be used during salary placement.

***Examples:*** What is a related degree?, What type of experience is equivalent? What amount of experience can be substituted for the education qualifications?

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**Desired Qualifications:** Please list desired qualifications that your ideal or preferred candidate would have. What education and years of experience would they have that would make them more qualified?

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| 1. 2. 3. 4. 5. 6. 7. 8.9.10. |

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| **Desired Qualifications Scoring Rubric Type *(select one):*** |
| [ ]  Numeric - Complete rubric in the next session | [ ]  Yes/No – Skip the Scoring Rubric section |

**Desired Qualifications Scoring Rubric**

Please fill in the rubric with the corresponding evaluation markers.

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| **Code** | **Qualification** | **Rubric** |
| **D1** | Experience working in a student services environment.*Sample* |

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| **0** | No experience |
| **1** | Less than one year of experience |
| **2** | One to two years of experience |
| **3** | More than two years of experience |
| **4** |  |

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| **Code** | **Qualification** | **Rubric** |
| **D1** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
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| **D2** |  |

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| --- | --- |
| **0** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

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| **D3** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
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| **D4** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
| **3** |  |
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| **D5** |  |

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| --- | --- |
| **0** |  |
| **1** |  |
| **2** |  |
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| **D6** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
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| **D7** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
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| **D8** |  |

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| **0** |  |
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| **D9** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
| **3** |  |
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| **D10** |  |

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| **0** |  |
| **1** |  |
| **2** |  |
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| **4** |  |

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You will need to review this rubric with your screening team before screening the application packets.

**Special Working Conditions:** Please provide information that would be unique to the position. Please see Appendix A for special working condition verbiage.

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**How to Apply**

Please select all that apply to this posting

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| **Type of Position (Select one)** |
| Temporary Reassignment (**Current Employees Only**) | [ ]  |
| One Semester Only (**Faculty**) | [ ]  |
| One Year Only (**Faculty**) | [ ]  |
| Short-Term (**Specially Funded, Temporary**) | [ ]  |
| Athletic Specialist | [ ]  |
| Classified | [ ]  |
| Adjunct | [ ]  |
| Part-Time | [ ]  |
| **Cover Letter Required?** | [ ]  Yes [ ]  No |
| **You may also add any additional comments you feel are necessary in order for the applicant to provide all pertinent documentation.** |
| Additional Instructions:  |

**HIRING TEAM**

* The Hiring team must have a minimum of three including the Hiring Manager. The Hiring Manager and a subject matter expert must participate on both the screening and interview teams. Teams may consist of more than the minimum number and can participate in both roles.
* The Hiring Team must include at least one female, one male, and one person reflecting ethnic diversity. You will need varying representation of MCCD, such as faculty and staff and/or non-exempt and exempt. It is recommended to have a member from outside the department, a peer and a customer. For Administrative level recruitments, a Faculty member must participate in the committee.
* Non-employee’s may participate on the committee, such as student leadership or community business partner. The participant must complete the [Community Member Acknowledgement form](https://drive.google.com/open?id=1uK3ieVjHqdnhNsGjzZHLUYZCGsIkcius)

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| **Name** | **Employee ID** | **Gender** | **Ethnicity** | **Role** | **Employee Type** | **Hiring Ethics Completed (yes/no)** |
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**Roles: H=Hiring Manager Employee Types: Faculty**

 **S=Screener Staff**

 **I=Interviewer Administrator**

 **B=Both (Screener and Interviewer)**

**A=Administrative Support**

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| **RECRUITMENT TIMELINE PLANNING** |
| TENTATIVE Timeline, may change based on timely completion of each step in the process. |  |
|  |  | **Comment** |
| **Open Date:** |  |  |
| **Close Date:** |  |  |
| **Screening Dates:** |  |  |
| **Interview Date(s):** |  |  |
| **Desired Start Date:** |  |  |

**INTERVIEW PLANNING (Please complete all applicable areas)**

Confirmed Interview date, time and place will be communicated to HR via the ***Candidate Interview Selection Form***.

Human Resources will schedule interviews on your behalf from the information on the form.

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| **Please Indicate Type of Interviews to be Held** |
| First Interview (formal interview) | [ ]  |
| Second Interview (informal interview) | [ ]  |
| Micro Teach | [ ]  |
| Skills Evaluation | [ ]  |
| Administrative Interview | [ ]  |
| Public Forum (see HR for Forum setup form) | [ ]  |

**Formal Interview Plan (Faculty and Staff)**

**Logistics for Interview Planning**

* Hiring manager is responsible for addressing the interview logistics and communicating the information to HR for the Interview set up.
* Items below are important considerations when reserving space and scheduling time.
	+ Interview location
	+ Interview Dates
	+ Length of Interview
	+ Breaks during interview process (lunch break, general break)

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| **Interview Type** | [ ]  In-Person |
| [ ]  Virtual |
| **Assessments**  | [ ]  Micro Teach/Demonstration – *rating rubric required if standard form is not used* |
| [ ]  Portfolio/Sample work product – *rating rubric required* |
| [ ]  Skills Assessment (e.g. technology, hands-on, problem solving) – *rating rubric required* |
| **\*If using an assessment please provide rubric with search plan** |

**Informal Interview Plan (Staff)**

The 2nd interview can be an informal conversation, however HR will need documentation in regards to the individuals present during interview and the subjects discussed or questions asked. Please remember to focus solely on job related subjects and not to ask or answer any personal questions. Salary is not to be discussed.

If the 2nd interview is going to be more formal, the same considerations will need to be addressed as listed in the list for the Formal interview.

**FACULTY:** Please be aware that if conducting a Micro Teach separate from the first departmental interview the same considerations must be determined as above in regards to space and schedule.

Human Resources will also need the information to relay to candidates when setting up the Micro Teach demonstrations as well as the scoring rubric.

**Informal Meeting with College President or Administrator**

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| Meeting is with: |  |

**INTERVIEW QUESTIONS – Please input below**

* Questions should be a mix of behavioral and experiential questions related to qualifications, typically focusing on the desired qualifications and nature of the position.
* Your Human Resources recruiter is available to assist in the development of questions. As a reference, a typical 1 hour interview is about 10 questions.
* It is also important to allow the applicant to question the committee. This question is not scored.

**First Interview Questions**:

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| Do you have any questions for us? |

**RECRUITMENT POSTING PLAN**

* Positions are automatically advertised on MCCCD Jobs, HigherEdJobs and The Chronicle of Higher Ed.
* Include Vendor name, website address, special instructions such as deadlines and cost.
* HR can also post on free job posting sites as well as any minority organizations.

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| **1** Vendor: | INDEED | Cost: Crawls and picks up for free |
| **2** Vendor: | DiversityJobs.com | Cost: Automatically Posted |
| **3** Vendor**:** |  | Cost: |
| **4** Vendor: |  | Cost: |
| **5** Vendor: |  | Cost: |

**If an industry specific website requires membership, the department will be responsible for placing an advertisement or providing the login information, however the copy of the advertisement must be approved by HR before posting.**

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| **For Recruiting Team USE ONLY** (To be used to document agreements and decisions from HR and Hiring Manager/Team meeting) |
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| Search Plan Meeting with HR Date: |  |
| Notes from Meeting: |  |

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Completed Search Plans must be uploaded as an attachment to the Job Posting. Please do not load partial or incomplete search plans.

 **Appendix A – Special Working Conditions Statements**

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| Driver License | Possession of a valid State of Arizona Class D driver's license is required; must meet minimum standards regarding driving. |
| Clinical Nursing | Possession of a valid Level I DPS Fingerprint Clearance Card required. Possible exposure to blood-borne pathogens and other infectious diseases.  May be required to instruct at multiple sites and/or teach days, evenings or weekends.  Assignment may extend past the normal academic semesters.  May require lifting objects weighing up to 50lbs. |
| Travel | May be required to work at multiple sites or locations. |
| Travel for Interview | Travel to campus during interview/selection process will be at candidate’s own expense. |
| Work Visa’s | MCCCD does not sponsor individuals for any type of work visas.  |
| Work Schedule | i.e. Monday – Thursday, 8am-5am Fridays 9am-6pmWork Schedule VariesMay be required to work evenings and weekends |
| Lifting | i.e. May be required to lift or carry up to 25lbs. |
| Computer | i.e. May be required to sit for a prolonged period of time; viewing a computer monitor |
| Short-term Position | i.e. This is a short-term position with a projected end date of XXXX with renewal contingent on funding source. |
| Hazardous Materials | May be exposed to hazardous chemicals |
| Climbing  | Climbing stairs and/or ladders to reach assigned areas along with working at heights.  |
| Transcripts | Unofficial transcripts must be included in order to be considered for this position.OR, Please include any course work taken at the Junior (300) level through Graduate level.OR, All candidates must submit a position paper with resume/CV. |
| Temperature | Work outdoors in a variety of temperatures and environmental conditions |
| Noise | Will be required to work in an area of light to heavy noise levels daily |
| Child Care | Fingerprint Clearance Card |