

Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, California 92706

HUMAN RESOURCES COMMITTEE

Agenda for April 11, 2018 Meeting

Executive Conference Room 114
3:00 – 4:30 p.m.

1. Welcome
2. Update from Electronic Approval (approved on February 23, 2018)
 - a. Minutes of January 10, 2018 Meeting
 - b. RSCCD EEO and Human Resources Plan
3. Reference Letters / Reference Checks
4. Numerical Rubrics for Screening Committees
5. Other
6. Next HRC Meeting

The next meeting will be held on Wednesday, May 9, 2018 in the Executive Conference Room #114 from 3:00 – 4:30 p.m.

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

INSTRUCTIONS TELEPHONE REFERENCE CHECK

I. REFERENCE SOURCE

Select the appropriate individual you will be calling as a reference source, from the application materials submitted by the candidate. If the candidate did not provide a reference or has indicated on his/her application that he/she does not wish current supervisor contacted, the candidate should be informed that he/she is one of the finalists and *must* provide a job related supervisor as a reference source to complete the process.

II. REFERENCE CHECK QUESTIONNAIRE

A standard reference check form is provided by Human Resources Department. Additional questions may be added to the form by the screening committee, as long as the question(s) is/are asked of all finalist references. In such cases, all additional questions shall be reviewed and approved by the Equal Employment Opportunity Officer or designee prior to any checking. Any proposed substantive changes to the additions by the Equal Employment Opportunity Officer shall be reviewed by the screening committee. The appropriate chair/co-chair or program administrator shall be responsible for the reference check process.

III. INTRODUCTION

Properly introduce yourself as an employee of Rancho Santiago Community College District. Explain that the purpose of your call is to conduct a reference check for a candidate who has been selected as a finalist for a position for which you are the chair/co-chair of the selection committee or the program administrator of the position.

Ask the questions and take notes as precisely as possible, as the form will become part of the recruitment file.

Encourage the person to give as much information as possible, since it will help you in making the selection decision.

Thank the reference person for the information that they have provided, and assure them that the information will be kept confidential.

IV. REFERENCE CHECK FORM

Reference check forms shall be completed and submitted with the application packets of the recommended finalists to the appropriate President, Chancellor or Vice Chancellor and Human Resources Department.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TELEPHONE REFERENCE CHECK**

NAME OF APPLICANT _____

POSITION _____

CONTACT _____

AGENCY _____

1. VERIFICATION OF EMPLOYMENT

Title of position _____

Dates of employment _____

Duties _____

2. GENERAL WORK BEHAVIORS

Attendance _____

Punctuality _____

Accuracy _____

Follow-through _____

Adaptability _____

3. GENERAL INTERPERSONAL RELATIONSHIPS WITH OTHERS (students, public, supervisors, other employees)

4. ORGANIZATIONAL SKILLS (Setting objectives, establishing priorities and meeting deadlines) _____

5. WHAT ARE APPLICANT'S STRENGTHS? _____

6. WHAT ARE APPLICANT'S WEAKNESSES? _____

7. ELIGIBLE FOR REHIRE? WHY OR WHY NOT? _____

8. OTHER COMMENTS _____

CHAIR/CO-CHAIR _____

(Please Print Name)

SIGNATURE _____ DATE _____