

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: INTERVIEW PROCESS	Original Issue Date: December 14, 2006	Policy #: 505
	Supersedes: July 8, 2010	Effective Date: September 28, 2017
Committees/Individuals Consulted: College Credentials LAC+USC Medical Center Nurse Recruitment Office	Reviewed & Approved by: College Governance	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To standardize the process for conducting faculty and staff interviews for positions within the College

Definition:

Interview Panel Coordinator is the College faculty or staff member designated by the divisional Dean to coordinate the interview process.

POLICY:

Applicants must meet DHS and College divisional job specifications for the position for which they are interviewing.

School of Nursing (SON) applicants must meet Board of Registered Nursing requirements.

The College adheres to all laws, regulations, and guidelines of the County of Los Angeles.

Interview questions are standardized and related to specific job duties and responsibilities.

PROCEDURE:

Pre-Interview

Administration/designee:

- Ensures vacant item is available and generates Personnel Action Request (PAR)
- Informs Interview Panel Coordinator of position title, item number, and panel requirements
- Collaborates with Office of Nursing Affairs (ONA) to develop a job announcement flyer for posting on ONA website.
- Obtains the following applicant information from HR/Nurse Recruitment/ NEOGO List Management:
 - List of qualified applicants/certification list (list is valid for 25 days)
 - Curriculum vitae (CVs)/resumes
 - Ask administrative support/clerical applicant(s) to bring or email resume, last 2 evaluations and attendance record (if current County employee)
 - Ask faculty applicant to bring or email CV, last 2 evaluations and attendance record (if current County employee)

Subject:

INTERVIEW PROCESS

- Confirms time and location with HR/Nurse Recruitment, Interview Panel Coordinator and applicant
- Sends College map to interviewee and lets interviewee know where to park
- Provides applicant(s) with Teaching Presentation Guidelines at time interview date is scheduled (Nursing faculty applicants only)
 - Clinical Instructor – Procedure demonstration
 - Nursing Instructor – Lecture demonstration

Interview Panel Coordinator/designee:

- Selects interview panel members
- Schedules interview dates and times
- Requests room reservations
- Maintains same panel members for all interviews, if possible
- Confirms time and location with panel members, and administration
- Designates a chairperson for the interview panel (If Interview Panel Coordinator is unavailable)
- Reviews each applicant's CV/resume and discusses concerns, if any with chairperson
- Orients Interview Panel Chairperson to interview process and packet:
 - Interview Questions and Scoring Tool (includes Instructions to Panel)
 - Nurse Recruitment forms:
 - Interview form (applicant will bring form to interview)
 - Post-interview summary
 - Nursing faculty applicants only
 - Teaching Presentation Guidelines
 - Written Communication Skills Scoring Guidelines

Interview Panel Chairperson:

- Orients panel members to interview packet and process, including teaching presentation criteria. (Nursing faculty applicants only)
- Distributes and reviews CVs/resumes and concerns, if any, with panel
- Assigns each member questions to ask during the interview.

Conducting the Interview:

Interview Panel Chairperson:

- Obtains supplies applicant will need for the teaching presentation (Nursing faculty applicants)
- Sets up interview room
- Meets applicant at designated meeting place
- Gives Written Communication Guidelines form to nursing faculty applicant and allows 15 minutes to complete:
 - Provides dictionary
 - Candidate must hand write/print on form provided
- Explains interview process to applicant
- Introduces applicant to interview panel.

Interview Panel:

- Conducts interviews using the interview packet

Subject:

INTERVIEW PROCESS**Post-Interview**

Interview Panel:

- Discusses scores and comments regarding applicant's responses, teaching presentation and written communication
- Comes to a consensus regarding individual applicant scores and recommendation for hire.
- Completes Summary Interview Scoring Tool

Interview Panel Chairperson:

- Collects packets and forms from each panel member
- Submits all packets and forms to the Interview Panel Coordinator.

Interview Panel Coordinator:

- Submits recommendations from the interview panel to the divisional Dean/College Provost

College Provost/Divisional Dean/designee:

- Reviews interview summary and recommendation information
- Approves hiring of selected applicant
- Notify all applicants of selection status
- Submits to HR the selected applicant's name, position title, item number, PAR number, and requested hire date to HR/Nurse Recruitment.
- Maintains interview summary forms for a minimum of five years.

PROCEDURE DOCUMENTATION:

Clinical/Nursing Instructor Interview Questions and Scoring Tool

Nurse Recruitment: Post – Interview Summary

Summary Interview Scoring Tool

REFERENCES:

LAC + USC Medical Center Policy #NURS 515: Employee Hiring – Termination Process

College Policy #515: Faculty Competency

Interview – Clinical/Nursing Instructor Teaching Presentation Guidelines

Interview – Clinical/Nursing Instructor Written Communication Guidelines

REVISION DATES:

July 8, 2010

September 28, 2017