

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

Page 1	Of 3
--------	------

Subject: INTERVIEW PROCESS	Original Issue Date: December 14, 2006	Policy #: 505
	Supersedes: December 14, 2006	Effective Date: September 11, 2008
Committees Consulted: College Credentials LAC+USC Healthcare Network Nurse Recruitment Office	Reviewed & Approved by: College Administrative College Planning	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

Divisional Dean:

- Ensures vacant item
- Identifies the qualifications for the interview panel based on the position to be filled
- Informs Interview Panel Coordinator of position title, item number, and panel requirements.

Interview Panel Coordinator:

- Notifies Human Resources (HR)/Nurse Recruitment of intent to interview
- Provides HR/Nurse Recruitment with the following information as indicated:
 - Required education/experience/skills
 - Position title and item number
 - Available dates for interview
- Assists HR/Nurse Recruitment with the development of a position announcement/bulletin
 - Class specifications are available on LAC HR website

Subject:

INTERVIEW PROCESS

- Obtains the following applicant information from HR/Nurse Recruitment:
 - List of qualified applicants/certification list
 - Applicant names and phone numbers
 - Curriculum vitae (CVs)/resumes
 - Ask administrative support/clerical applicant(s) to bring resume to interview
- 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, HR/Nurse Recruitment/applicant
- Provides applicant(s) with Teaching Presentation Guidelines (nursing faculty applicants only)
 - Clinical Instructor – Procedure demonstration
 - Nursing Instructor – Lecture demonstration
- Distributes to interview panel members:
 - Applicants' CVs/resumes and job description
 - Teaching presentation topic (nursing faculty applicants only)
- Designates a chairperson for the interview panel
- Reviews each applicant's CV/resume
 - Scores nursing faculty applicants' CVs/resumes
 - Reviews scores and concerns, if any, with chairperson.
- Orients chairperson to interview process and packet:
 - Interview guidelines
 - Interview questions
 - Interview scoring tool
 - Post-interview summary
 - Nurse Recruitment Interview form (applicant will bring form to interview)
 - Teaching presentation and scoring tool (nursing faculty applicants only)
 - Word processing test and scoring (office management staff applicants only)

Interview Panel Chairperson:

- Orients panel members to interview packet and process
- Reviews CVs/resumes, scores, 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
- Explains interview process to applicant
- Introduces applicant to interview panel.

Subject:

INTERVIEW PROCESS**Interview Panel:**

- Conducts interviews using the interview packet
- Completes Nurse Recruitment Interview form (nursing faculty only – applicant will bring form to interview)
 - Complete and sign Part II: Interviewer
 - Interview panel members & date of interview
 - Service
 - Shift of need
 - Other commitments (Workforce, extended campus, emergency room, etc)
 - Obtain applicant's signature on form
 - Direct applicant to return form to Nurse Recruitment
- Scores the interview summary sheet using the point system
- Documents comments, as specified, on the interview summary sheet.

Post-Interview**Interview Panel:**

- Discusses applicant scores and comments
- Comes to a consensus regarding individual applicant scores
- Completes post-interview summary and recommendation form.

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
- Notifies HR/Nurse Recruitment of applicant selection
- Confirms that HR/Nurse Recruitment will:
 - Notify all applicants of selection status & confirm acceptance of employment offer
 - Obtain release/hire date for selected applicant.
- Maintains interview summary forms for a minimum of five years.

College Provost/Divisional Dean:

- Reviews interview summary and recommendation information
- Approves hiring of selected applicant
- Generates Personnel Action Request (PAR) and obtains certification list from HR/Nurse Recruitment
- Submits the selected applicant's name, position title, item number, PAR number, and requested hire date to HR/Nurse Recruitment.

PROCEDURE DOCUMENTATION:

CV/Resume Scoring Tool

Interview Scoring Tool

Teaching Presentation Scoring Tool

Subject:
INTERVIEW PROCESS

Post – Interview Summary
Nurse Recruitment: Interview form

REFERENCES:

Network Nursing Policy #515: Employee Hiring – Termination Process
College Policy #515: Faculty Competency
Teaching Presentation Guidelines