MC

MONTGOMERY COLLEGE

RECRUITMENT AND SELECTION REPORT (RSR) Job Aide

The RSR describes, outlines and documents the recruitment and selection process for this position.

Position Title: IT Support Specialist   **Position/Requisition Number:** S01234 / R0001

Recommended Hire(s): Jane Deer

Section I: To be completed by Search Committee Chair

1. **Describe the search committee process.** Name the search committee members and search advocate (if applicable) and a summary of the recruitment process. This should include how applications were reviewed and factors used to determine best-qualified candidates to be interviewed.

> The search committee members were John Nelson, IT Campus Manager (chair), Jane Smith, IT Support Specialist, Adam Jones, Program Coordinator and Maria Lopez, Desktop Management Specialist. These committee members were selected to participate because they will have a direct working relationship with this staff member. The committee members are also diverse in their demographics.
>
> The HRSTM recruiter reviewed all applications received. Candidates determined to meet the minimum qualifications were forwarded to the hiring manager for confirmation of the initial screening and determine candidates to be forwarded to the committee, if relevant. The committee received 9 applications from HRSTM recruiter for review to determine the best qualified for an interview. The committee decided to interview 3 of the 9 candidates based on their extensive related experience and training.

This section should be completed by the search committee chair and document all participants involved in the search process and the process used to evaluate applications.

2. **Describe efforts to attract and interview diverse candidates.** Describe strategies used to attract a diverse candidate pool.

> During the intake process, current demographics were reviewed and it was determined that additional outreach to women was needed. In addition to our current standard posting sites, we posted the position on www.womenintechnology.org site. A marketing flier was created and forwarded to relevant professional associations such as the National Center for Women & Technology and Advancing Women in Technology (AWIT). The flier was also distributed during our participation at the Women in Technology job fair.
>
> The position was also posted on our internal and external career sites. Additionally, the job was posted on the following sites: HERC(Higher Education Recruitment Consortium), Indeed.com, Chroniclesinhighered.com, Communitycollegejobs.com, Academicjobstoday.com, Latinosinhighered.com, and LinkedIn.

This section should document any additional outreach strategies used. Indicate targeted population (if applicable) and list additional job posting sites.

3. Please provide detailed strengths and areas of concern for all candidates interviewed using consistent, job related criteria.
Use the attached sheet for additional candidates.

Candidate Name:	Jim Frank
Interview Date:	6/12/2020
Strengths	Provided several specific examples demonstrating his understanding of IT technology in higher education. Demonstrated a commitment to customer service and working collaboratively to resolve issues. 5 years of experience in front-line support setting up, operating, trouble-shooting, and maintaining computer hardware and software.
Areas of Concern	Inability to clearly articulate his role in problem solving or identifying an implementing solutions. Unable to elaborate or provide details related to his experience working with different employee and student populations. Does not have preferred IT Certifications.
Candidate Name:	John Doe
Interview Date:	6/13/2020
Strengths	Clearly expressed commitment to and understanding of challenges working with diverse groups of educators and students. Provided situational examples and solutions to resolve technology issues. Expressed interest in increasing knowledge of Cyber security. 5 years of experience in front-line support setting up, operating, trouble-shooting, and maintain computer hardware and software.
Areas of Concern	Unable to provide thorough or complete responses to demonstrate experience with innovative technology solutions. Limited higher education IT work experience. Does not have preferred IT Certifications.
Candidate Name:	Jane Deer
Interview Date:	6/13/2020
Strengths	Emphasized the importance of providing innovative technology solutions and providing training for diverse populations and skill levels. Provided concrete customer service solutions to resolve issues. Demonstrated strong understanding of issues and opportunities related to cyber-security. Has obtained preferred IT certification. 6 years of experience in front-line support setting up, operating, trouble-shooting, and maintain computer hardware and software.
Areas of Concern	Limited higher education experience

This section lists the strengths and areas of concern documented by the search committee. Specific details to support the list should be included for each each candidate interviewed.

This list should be based on required and preferred job related criteria.

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Section II: To be completed by Hiring Manager

4. **Describe the process used to determine candidate(s) for 2nd or 3rd round interviews with the hiring manager and/or Administrator.**

> Given the need to enhance and elevate the college's cyber security presence, in consultation with my administrator, Dede Smith, and based on the feedback received from the committee, Jane Deer was selected to proceed to the 2nd round of interviews. She has strong experience in front-line support setting up, operating, trouble-shooting, and maintain computer hardware and software. She has experience providing training for diverse populations and various skill levels. Her understanding of cyber security is strong and she has completed the IT certifications that were preferred.

5. **Please provide detailed strengths and areas of concern for candidates interviewed by Hiring Manager and/or Administrator using consistent, job related criteria.**

Candidate Name:	Jane Deer
Interview Date:	6/25/20
Strengths	Ms. Deer clearly articulated her in depth experience in cyber security and front-line IT responsibilities. Her answers were well thought out and organized before speaking. She appeared to be very systematic and knowledgeable in the field. Her experience with training a diverse population was a positive. She educated herself on the MC mission and defined her values and goals. She would be a good addition to the team.
Areas of Concern	Her lack of experience in higher education is one concern but her other strengths will allow her to learn quickly.
Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern	

This section is completed by the Hiring Manager and should document the criteria and process used to determine which candidate(s) to interview. The names and titles of any additional individuals involved in the interview should also be included.

Hiring Manager provides specific job related strengths and areas of concern based on his/her interview with the candidate(s).

6. Briefly summarize the reason the candidate(s) recommended for hire is best qualified.

	Candidate Name	
1.	Jane Deer	Ms. Deer most clearly articulated the importance of innovative IT solutions and how they can support MC's strategic goals. Her references supported that she can work well in a team and demonstrates leadership skills. Although her higher Ed experience is limited, she has extensive industry experience and knowledge.
2.		
3.		

Summarize the reason(s) the selected candidate is best qualified for the position. List your second and third choice candidates (if applicable) and their qualifications.

☑ I affirm that good faith efforts were made to attract a diverse candidate pool and select a candidate in accordance with MC's principles of equity and inclusion.

Eric Marshall
Digitally signed by Eric Marshall
Date: 2019.09.16 15:05:56 -04'00'
_____
Signature of Hiring Manager

Eric Marshall
_____
Printed Name

9/16/19
_____
Date

Dede Smith
Digitally signed by Dede Smith
Date: 2019.09.16 15:06:33 -04'00'
_____
Signature of Administrative Official

Dede Smith
_____
Printed Name

9/16/19
_____
Date

Edesa Ashourian
Digitally signed by Edesa Ashourian
Date: 2019.09.16 15:04:32 -04'00'
_____
Human Resources Manager or Designee

9/16/19
_____
Date

Check the box to affirm that good faith efforts were made to attract a diverse candidate pool.

The signature of the hiring manager and Administrative official is required.

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Summary of Interviewed Candidates (Continued)

Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern	
Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern	
Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern:	

To be used, if needed, to summarize information for additional candidates interviewed.

SAMPLE