



## RECRUITMENT AND SELECTION REPORT (RSR) Job Aid

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

**Position Title:** Math FT Faculty

**Position/Requisition Number:** F01235 / R0002

**Recommended Hire(s):** Jessica Lopez

### 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, Department Chair (committee chair), Jane Smith, Assoc Professor, James Robinson, Asst Prof and Maria Nunez, Instructor. These committee members were selected to participate because they will have a direct working relationship with this faculty member. The committee is representative of MC's diverse 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 determination of candidates to be forwarded to the committee. The committee received 10 applications and decided to interview 3 of the 10 based on their education, higher education experience and online teaching experience.

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 AWM- Association for Women in Mathematics. A marketing flier was created and forwarded to relevant professional associations such as the Mathematical Assoc of America and the National Council of Teachers in Mathematics. The flier was also distributed during our participation at the American Mathematical Society 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.

<b>Candidate Name:</b>	Jessica Lopez
<b>Interview Date:</b>	2/15/20
<b>Strengths</b>	Through responses and examples of previous work, Jessica clearly articulated her commitment to supporting and engaging students of diverse backgrounds and cultures. Used innovative technology strategies to create an engaging and thorough teaching demonstration. Addresses her efforts to stay up to date on current trends through ongoing professional developments. Demonstrated a strong grasp of active learning and provided examples of approaches and strategies to incorporate active learning in her instruction.
<b>Areas of Concern</b>	There was one minor mathematical error in the last 5 minutes of her teaching demo but she noticed, acknowledged and corrected it.
<b>Candidate Name:</b>	Eric Foley
<b>Interview Date:</b>	2/15/2020
<b>Strengths</b>	Provided examples of his experience teaching highly diverse populations and ways he addressed diversity in his instruction practices. Expressed the importance of adapting to our student population and the need for continuous growth in pedagogy. Provided examples of instructional practices and professional activities that are both consistent with and support the College mission. Interested in developing his ability to use innovative technology in the classroom.
<b>Areas of Concern</b>	Teaching demo had a few errors and some incorrect information was presented. Did not effectively use technology during the demonstration. Teaching demo did not demonstrate strategies for engaging students online or through hybrid/blended teaching platforms.
<b>Candidate Name:</b>	Jane Deer
<b>Interview Date:</b>	6/13/2020
<b>Strengths</b>	Described in detail the various classes taught and how she incorporated different teaching methodologies for online and hybrid/blended classes. Provided examples demonstrating commitment to ongoing professional development. Very interested in active learning and workshop statistics and would like to develop and do more in that direction. Experience teaching a variety of classes at all levels.
<b>Areas of Concern</b>	Could not provide specific examples demonstrating her experience working with underrepresented and diverse student populations and her commitment to student success. Active pedagogy was lacking in her teaching demo. Responses to interview questions were unfocused and sometimes repetitive.

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 candidate interviewed.

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

**Section II: To be completed by Hiring Manager**

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

Based on qualifications, review of the committee’s notes and the college’s need to further develop and incorporate innovative teaching strategies into classes, Jessica Lopez was selected for further interviews. Jessica provided examples of how she impacted student success and engages students in learning in her cover letter.

Jessica was also interviewed by the VPP, Sam Ahn, and President, Lucy Washington. Both of whom support this hire.

This section is completed by the Dean 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.

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

<b>Candidate Name:</b>	Jessica Lopez.
<b>Interview Date:</b>	6/25/20
<b>Strengths</b>	Jessica clearly articulated her passion for teaching students and her experience with underrepresented students. She was engaged in our conversation and provided extensive examples of how she would engage students in different situations. Her knowledge of MC was very good and she clearly understood our mission, values and goals.
<b>Areas of Concern</b>	No concerns
<b>Candidate Name:</b>	
<b>Interview Date:</b>	
<b>Strengths</b>	
<b>Areas of Concern</b>	

Dean 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. Jessica Lopez	Jessica's extensive experience in student engagement and support and her academic background will bring a fresh perspective to the department. She demonstrated a clear understanding and strong knowledge of the importance of innovative teaching strategies and the use of technology.
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.

By signing below, you acknowledge that your **Manager and Administrative Official have been notified of the recommended hire(s).**

**Sam Ahn**  
Digitally signed by Sam Ahn  
 Date: 2020.10.20 15:09:31 -04'00'

**Sam Ahn** **2/25/20**

Signature of Hiring Manager

Printed Name

Date

**Lucy Washington**  
Digitally signed by Lucy Washington  
 Date: 2020.10.20 15:11:10 -04'00'

**Lucy Washington** **2/25/20**

Signature of Administrative Official

Printed Name

Date

\_\_\_\_\_  
 Human Resources Manager or Designee

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.

**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.

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