



## Human Resources

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#### Human Resources Department

3401 CSM Drive  
San Mateo, CA 94402

**Automated Line**  
(650) 574-6555  
smccdjobs@smccd.edu

## Employee Selection Procedures

### APPLICANT SELECTION PROCEDURES SUMMARY

**GENERAL APPLICATION INFORMATION:** all applicants are required to submit a packet of specific materials in order to be considered candidates for a particular District job opening.

The specific list of required application materials is on each job announcement. When you complete the on-line application form, you will be prompted to upload your cover letter, resume, and other supporting documentation (if applicable).

During the selection process, you may be contacted either by telephone or by e-mail. Please notify the Office of Human Resources immediately, and in writing, of any changes to your current address or contact telephone numbers.

**Please note:** If you are selected as a finalist, the three individuals whose names you provide on the District application form will be asked to discuss details concerning your applicable previous training, job duties and applicable job responsibilities as they relate to the vacant position. Please provide only those persons as references who will be able to fully participate in such a discussion.

**DISTRICT SELECTION PROCESS:** application packets are received in the Office of Human Resources until the stated closing date. Job announcements that do not have specific closing dates, but instead state "Open until Filled" are subject to close at any time.

Following the close of recruitment, application packets are forwarded to the Screening Committee for the start of the selection process. Screening Committees are comprised of individuals who are familiar with the position and its requirements.

The basic District selection procedure consists of a Committee review of the application packets received; an interview for those candidates who most closely meet the stated qualifications (meeting the minimum requirements does not guarantee an interview), and a "final interview" for those candidates who are selected for the next step in the process. Candidates are often asked to demonstrate their job-related skills.

**Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.**

**SUBMISSION OF APPLICATION MATERIALS:** The District's on-line application form must be received by the stated deadline on the job posting. All application materials which need to be attached (i.e. resume, cover letter, etc.) must be uploaded by 10p.m. (Pacific Standard Time) on the stated review date. If transcripts or letters of recommendation are being sent by someone else, please ask that they be sent directly to:

SMCCCD Office of Human Resources  
3401 CSM Drive, San Mateo, CA 94402  
Tel.: (650) 574-6555 Fax (650) 574-6574

The Office of Human Resources is open Monday through Friday, from 8:00 a.m. to 4:30 p.m.

### San Mateo County CCD

SMCCCD are a three College District located between San Francisco and the Silicon Valley. Our Colleges serve more than 40,000 students each year and offer the first two years of instruction in a wide variety of transfer programs as well as more than 90 vocational-technical programs.

### Contact

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### smccd.edu

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