



HLC Accreditation Evidence

Title: Hiring Policies

Office of Origin: Vice President of Administration - Human Resources



HIRING

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Hiring Procedures

The College has established the following hiring procedures, which must be followed step-by-step when filling open positions:

[Hiring Guidelines for Adjunct Faculty](#)

- [Quick Checklist When Refilling Adjunct Faculty Positions](#)

[Hiring Guidelines for Hourly Staff \(Temporary\) Positions](#)

- [Quick Checklist When Refilling Hourly Staff \(Temporary\) Positions](#)

[Hiring Guidelines for Regular \(Non-temporary\) Faculty and Staff](#)

- [Quick Checklist When Refilling Regular Positions](#)

[Student Employees/Supervision](#)

- [Quick Checklist When Refilling Student Employment Positions](#)

[Agile Hiring Manager Guidelines](#)
[Agile Applicant Tracking System Log-in Page](#)

The following forms and guidelines support these hiring procedures:

[Blue Team Form](#)
[Guidelines for Student Employee Interview Process](#)
[Personnel Action Form \(Instructions\)](#)
[Personnel Requisition & Authorization Form \(Instructions\)](#)
[Personal Data Sheet](#)

Screening Committee Information

The following Screening Committee documents must be reviewed prior to the interview process:

[Acceptable and Unacceptable Phrasing of Interview Questions](#)
[Checklist for Reviewing Resumes or Application Forms](#)
[Ethics and Confidentiality](#)
[Final Interview Reminders](#)
[Interview Do's and Don'ts](#)
[Scenarios to Avoid and Screening Committee Chair's Role](#)
[When Interviewing Persons with Disabilities](#)

Preplanned Interview Questions

The following documents contain the interview question format that must be used, along with interview questions that are in regulatory compliance. Contact Human Resources if interested in additional interview questions. Please note,

Contact Us

Office of Human

Resources

Kirkman Visitor Center

(620) 792-9237

humres@bartonccc.edu

Office Hours:
Mon.-Thurs., 7:30 a.m.-5 p.m.
Fri., 7:30 a.m.-4 p.m.

once you have your interview questions developed, they must be sent to Human Resources for approval prior to conducting any interviews.

- [Interview Question Form and Sample Questions](#)
- [Interview Questions-Table Format Sample](#)
- [Faculty Interview Question Form and Sample Questions](#)

Candidate Evaluation and Reference Checking Forms

One of the following candidate evaluation forms must be used if you are not using the Interview Question-Table Format shown above, which includes a candidate evaluation component.

- [Candidate Evaluation Form 1](#)
- [Candidate Evaluation Form 2](#)
- [Candidate Evaluation Form 3](#)
- [Candidate Evaluation Form 4](#)
- [Post-Interview Evaluation Form](#)

In addition, one of the following reference check forms must be used regardless of the type of method used to evaluate candidates.

- [Personal Reference Questionnaire](#)
- [Pre-Employment Telephone Reference Check Form](#)
- [Reference Check Sheet](#)
- [Reference Checking Form](#)

Other Hiring Information

The following documents might be helpful when trying to assess whether a position qualifies as exempt (salaried) or non-exempt (hourly), whether there is an independent contractor or employee relationship, and information on employee position codes/employee classifications used at Barton.

Exempt/Non-Exempt Tests for Salaried Positions

- [FLSA Administrative-Educational Establishments Exemption Test](#)
- [FLSA Administrative Exemption Test](#)
- [FLSA Assistant Coach Exemption Test](#)
- [FLSA Computer Employee Exemption Test](#)
- [FLSA Executive Exemption Test](#)
- [FLSA Head Coach Exemption Test](#)
- [FLSA Outside Sales Exemption Test](#)
- [FLSA Professional \(Creative\) Exemption Test](#)
- [FLSA Professional \(Learned\) Exemption Test](#)

Checklist: Employee vs. Independent Contractor

Employee Position Codes, Classes, and Descriptions

Employee Classifications with Benefits Summary

BARTON WEBSITES: Faculty Staff Corner

[Wenmouth](#)

[Ft. Riley](#)

[Grandview Plaza](#)

[Barton OSHA](#)

[Foundation](#)

RESOURCES

- [About Barton](#)
- [Policies and Procedures](#)
- [Employment Opportunities](#)
- [Emergency Operations Plan](#)
- [Notice of Non-Discrimination](#)



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