2461A – Hiring Guidelines for Hourly Staff (Temporary) Positions

Definitions
Hourly Staff (temporary) positions are those part-time staff positions, which are paid on an hourly basis.

Appointments
When an unusual or emergency situation occurs, and it is in the best interest of the College, the appropriate supervisor or his/her designee may forgo the normal candidate search processes noted below by appointing a qualified candidate to an Hourly Staff (Temporary) position.

The following documentation is needed by the Office of Human Resources when an appointment occurs:

- Approvals up through the appropriate position directly reporting to the President;
- Criminal background report as well as a motor vehicle report (if applicable);
- Application Packet (completed in its entirety);
- Reason for immediate hire;
- Brief outline of questions and answers that were asked when discussing the assignment with the candidate; and
- Blue Team Form.

For additional required steps, please refer to the Hired Candidate section below.

Approval for Filling Positions
Existing: Prior to beginning the selection process for filling expected vacancies for existing positions, the supervisor must

1. submit a Blue Team Form for the departing employee (if applicable); and
2. send an e-mail up the chain-of-command up through the appropriate position directly reporting to the President to request approval to fill the position.

The appropriate position directly reporting to the President will inform the hiring supervisor and the Office of Human Resources of his/her decision.

New: Prior to beginning the selection process to fill a new position,

1. the supervisor must submit a determination of need up the chain-of-command to the appropriate position directly reporting to the President to attain approval by completing the Personnel Requisition and Authorization Form.

The appropriate position directly reporting to the President will inform the hiring supervisor and the Office of Human Resources of his/her decision.

Job Description
The job description for the position must be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources

has final approval. The job description template as well as existing job descriptions are located on the T: Drive underneath HRJob Descriptions.

Creation of Application Packet

The Office of Human Resources, working closely with the appropriate supervisor, will customize the content of the application packet used by a screening committee (see below) for the open position.

Advertisement of Position

The appropriate supervisor, working closely with the Employee Recruitment Specialist must create an advertisement for the position. All advertisements will be publicized according to the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

If a like position has been advertised within the last six (6) months, the supervisor may review those candidates. The supervisor must contact those candidates under consideration to determine their interest and availability for the open position. If an adequate number of candidates have been found, the supervisor does not need to proceed with a new advertisement.

Application Material

All application material is to be submitted to the Office of Human Resources for processing. If, at any time, application material is submitted directly to departments or individuals, the application material must be forwarded to the Office of Human Resources. If material cannot be copied, arrangements can be made to make the material available to the supervisor or his/her designee. Copies (the ones forwarded by the Office of Human Resources and any others that are made by the appropriate supervisor or his/her designee) must be returned to the Office of Human Resources, after the hiring process is completed.

Screening/Interview Committee~~s~~

A screening/interview committee must be used to consider applicants for all Hourly Staff temporary positions in accordance with the following guidelines.

1. The appropriate supervisor or his/her designee will serve ~~a~~s the Screening/Interview Committee Chair.
2. The screening/interview committee will consist of one or more other individuals[1].
3. The Screening/Interview Committee must
    a. review all of the following documents on the Screening Committee Instructions web page:
        i. Ethics and Confidentiality;
        ii. Checklist for Reviewing Resumes or Application Forms;
        iii. Interview Do's and Don'ts;
        iv. Acceptable and Unacceptable Phrasing of Interview Questions;
        v. When Interviewing Persons with Disabilities; and

[1] The Assistant Director of Human Resources is not required to be part of the Hourly Staff (temporary) screening committee unless the Office of Human Resources determines that the hiring processes are not being followed.

vi. Final Interview Reminders.

b. create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening Committee Instructions web page.
c. have the interview questions reviewed and approved by the Assistant Director of Human Resources prior to holding any interviews.
d. develop a candidate evaluation method to evaluate all candidates chosen for an interview.
e. schedule interviews.
f. take notes at each candidate's interview (do not take the notes on copies of the application form or other application material); identify the notes with the position title, date of interview, name of the interviewee, and the name of the interviewer.
g. provide benefit information obtained from the Office of Human Resources to interviewees.
h. record and evaluate each interviewee's strengths and weaknesses using one of the candidate evaluation forms noted above.

If a qualified candidate is not found, additional advertising for the position can be pursued once candidate rejection letters have been sent out by the Office of Human Resources for existing candidates.

Recommendations and Notifications

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Supervisor must
    a. select one of the reference check forms located on the Screening Committee Instructions web page to check candidate references.
    b. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed.
    c. submit a Personnel Action Form up through the direct report to the President to obtain chain-of-command hiring approval. Once approval has been granted, an offer of employment may be made to the candidate.
    d. submit a Blue Team Form if the candidate accepted the offer.
    e. route all candidate information back to HR in the applicant tracking system including a detailed reason for each of those who were not selected for interview and/or hire.
    f. send all interview notes, candidate evaluations, reference forms or information presented by candidates during his/her interviews to the Office of Human Resources.

Hired Candidate

The approved candidate's supervisor or his/her designee is responsible for:

1. the creation of a Human Resources Information Form.
2. ensuring that the newly hired candidate

a. completes the electronic Personal Data Sheet.
b. completes his/her employment paperwork on or before his/her first day of employment and goes through new employee orientation. Schedule an appointment with the Human Resources Technician in the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Human Resources Information Form; Personnel Action Form; Personnel Requisition and Authorization Form; Quick Checklist When Refilling Temporary Staff Positions

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

Date: 3/3/14

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