2460 – Hiring Guidelines for Regular (Non-temporary) Faculty and Staff

Appointments

When an unusual or emergency situation occurs and it is in the best interest of the College, the President or his/her designee may forgo the normal candidate search processes noted below by appointing a qualified candidate to fill a vacancy for positions other than Vice Presidential level. If the individual is not already a College employee, the President must present the recommendation to the Board of Trustees at its next regularly scheduled board meeting, to seek approval of the appointment.

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

- Approvals up through the President;
- 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;

1. a letter of resignation (terminating employee), job transfer acknowledgement letter or college-initiated letter (non-renewal, involuntary termination, or reduction in force) must be on file in the Office of Human Resources;
2. the supervisor must submit a Blue Team Form for the departing employee;
3. the supervisor must contact and/or meet with the Director of Human Resources to obtain the salary or hourly rate for the position; and
4. if there is a hiring freeze or the supervisor is requesting a change to the position affecting budget (e.g., change in length of employment or change in job duties impacting salary grade), the supervisor must submit a determination of need up the chain-of-command to the President or his/her designee to attain approval by completing the Personnel Requisition and Authorization Form.

   The President or his/her designee 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 contact and/or meet with the Director of Human Resources to obtain the salary or hourly rate for the position; and

2. the supervisor must submit a determination of need up the chain-of-command to the President or his/her designee to attain approval by completing the Personnel Requisition and Authorization Form.

   The President or his/her designee will inform the hiring supervisor and the Office of Human Resources of his/her decision.

   Please note that the Board of Trustees must approve a new Vice Presidential level position before proceeding with the hiring process.

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. After being approved by the President or his/her designee, 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 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 regular positions in accordance with the following guidelines.

1. The appropriate supervisor or his/her designee will serve as the Screening/Interview Committee Chair.
2. The screening/interview committee will consist of two or more other individuals, including the Recruitment and Employment Coordinator or if unavailable, the Director of Human Resources or his/her designee.
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
        vi. Final Interview Reminders.
    b. create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening/Interview Committee web page.
    c. have the interview questions reviewed and approved by the Recruitment and Employment Coordinator prior to holding any interviews.
    d. develop a candidate evaluation method to evaluate all candidates chosen for an interview.
    e. select one of the reference check forms located on the Screening/Interview Committee Instructions web page to check candidate references.
    f. include the reason for each applicant who will not be interviewed before routing his/her information back to the Office of Human Resources.
    g. schedule interviews.
    h. 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.
    i. during the interviews, the Recruitment and Employment Coordinator or if unavailable, the Director of Human Resources or his/her designee, will provide benefit information to interviewees.
    j. record and evaluate each interviewee's strengths and weaknesses using the candidate evaluation and reference check~~s~~ 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.

<u>Recommendations and Notifications</u>

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Supervisor

a. must contact the Recruitment and Employment Coordinator to run a criminal background report and motor vehicle report (if applicable) for the chosen candidate;
b. must submit a Personnel Action Form to obtain chain-of-command hiring approval.

   In the event a candidate is not approved by the President or someone else in the chain-of-command, the supervisor shall re-examine those applications on file for the position. If qualified candidates are not available, these guidelines must be reinstated beginning with the Advertisement of Position process;

c. must submit a Blue Team Form once approval has been granted.

   Based on information contained on the Blue Team Form, the President or his/her designee will make recommendation of hire to the Board of Trustees at their next regularly scheduled board meeting;

d. may make an offer of employment to the candidate unless the candidate is new to the College or he/she is being recommended for a Vice Presidential level position. In this case, the supervisor may make a tentative offer of employment to the candidate contingent upon board approval.

   The supervisor must communicate the Board's action to the selected employee; and

e. must return all application and interview materials to the Office of Human Resources if the candidate accepts so non-selected candidates can be notified.

<u>Hired Candidate</u>
The approved candidate's supervisor or his/her designee is responsible for:

1. the creation of the appropriate contract or other payment form, prior to the candidate starting his or her duties; if extenuating circumstances exist, the Office of Human Resources must be notified. Note: The only offices allowed to create contracts are those of the Vice President of Instruction and Student Services and the Office of Human Resources.
2. ensuring the newly hired candidate
   a. 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 Benefits Specialist in the Office of Human Resources.
   b. Completes the electronic Personal Data Sheet.

(Based on policy 1470; revised and approved by President on 3/3/14)

Minor revision on 3/12/14