

7.1.3 Hiring Process (11.6)

The Board authorizes the President to develop procedures for hiring which include the appropriate actions involved in the search process, the request to fill a position, the position announcement, screening, interviews, and reference checks.

(May 28, 2001)
(Revised December 10, 2007)
(Revised August 2, 2010)

PROCEDURE

Full-time

Appropriate personnel will submit to the Director of Human Resources a Personnel Request Form and a position description to fill new or replacement positions. The request will be forwarded to the appropriate Vice President, the Vice President of Administrative Services and the President for approval. Requests must be approved by the President prior to any announcement of the position.

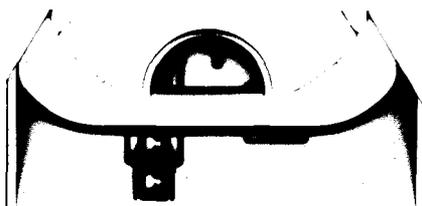
The Human Resources Office endeavors to ensure that there is a diverse applicant pool.

Appropriate personnel with assistance from the Director of Human Resources will make recommendations to the President regarding the composition of the interview committee. The committee may have no less than three individuals, must be diverse and should reflect the College community. Committee members may come from any organizational division within the College, with at least one person from outside the department or division. On occasion, the committee may include members of the community whose roles and expertise are relevant to the position being filled. The interview committee must be approved in writing by the President. The President may modify the interview committee.

All members of the committee must review the applications and determine which applicants should be interviewed. Because the committee's work is a pre-employment process, confidentiality must be maintained at all times before and after the hiring of the successful applicant. Any discussion of the business of the committee with anyone except the vacancy supervisor or his/her immediate supervisor or any other duly appointed College official may result in disciplinary action.

After the first interview, the committee will, when possible, recommend to the President a minimum of three individuals. The Human Resources Office will conduct reference checks and schedule the second interview with the President, and appropriate personnel.

After the second interview, provided there is an acceptable applicant, the President or his/her designee will offer employment to the selected candidate. A written offer is provided to the applicant by the Human Resources Office. No person other than the President or his/her designee has any authority to authorize the employment of personnel, transfer of personnel, promotion, demotion, change of title, reduction in load, extra compensation, or change of duties.



Once the vacancy is filled, all other applicants will be notified by the Human Resources Office. All communication with applicants shall be made by the Human Resources Office or the presidential designee. A position will be re-advertised when none of the applicants are suitable.

All full-time personnel employed by the College will have their names presented to the Board.

Part-time

Appropriate personnel are responsible for approving the employment of part-time personnel. All part-time personnel employed by the College will have their names presented to the Board.

