

**HIRING**

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The Chancellor has the final authority to hire and terminate employees.

Upon hiring or terminating any full-time employee the Chancellor will inform via email the Board of Visitors.

The Chancellor will authorize certain administrators to employ part-time instructors or other personnel for temporary duty.

The Chancellor shall establish procedures for filling positions. These procedures shall ensure that the college recruits and selects the highest quality employees possible.

The College is committed to fair and equitable hiring practices. All recruitment, selection, and hiring decisions will be made based on job-related qualifications and institutional needs and will comply with applicable employment laws and University of Arkansas System policies.

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**Policy History:**

May 5, 2026  
January 6, 2025  
November 2, 2015  
September 8, 2014  
December 2, 2013  
January 1, 2011  
July 26, 2004  
July 30, 2001

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**RECRUITMENT AND HIRING**

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Procedures

1. When a vacant or new position is to be filled, a Position Advertising Request Form and approved job description must be submitted to Human Resources (HR) and approved by the Chancellor before recruitment begins.
2. HR will create and distribute a Position Vacancy Announcement. Full-time positions are posted on the College website, UA System job boards, and communicated to employees. Positions may also be advertised through additional recruitment sources as appropriate. Part-time positions may be advertised at the discretion of the Chancellor or designee.
3. Applications are submitted through Workday. HR will maintain all application materials and recruitment records.
4. After the application deadline, HR will coordinate with the hiring supervisor/and or hiring committee to assist/coordinate with reviewing qualified applicants and schedule interviews in accordance with College policies and applicable employment laws.
5. Applicants selected for interviews will be evaluated based on job-related qualifications, education, experience, and ability to perform the essential functions of the position with or without reasonable accommodation.
6. During interviews, applicants may be provided with information regarding position duties, expectations, and benefits.
7. Following interviews, HR will submit a hiring recommendation from the interview committee to the Chancellor for review and approval.
8. The Chancellor has final authority for all hiring decisions.
9. Reference checks, employment verification, and required background screenings including criminal background checks will be completed prior to finalizing employment. Employment is contingent upon satisfactory completion of these checks, verification, and screenings.
10. HR will coordinate the salary offer with approval from the Chancellor, in accordance with the College Compensation Plan.
11. The Chancellor will inform the Board of Visitors of full-time hires in accordance with College policy.
12. Upon acceptance of the employment offer, HR will coordinate onboarding, including completion of employment documentation and benefit enrollment.
13. HR will ensure proper payroll setup and salary calculation in accordance with College procedures.

**POSITION ADVERTISING REQUEST**

**Position Title:** \_\_\_\_\_

**Salary/Hourly Rate:** \$ \_\_\_\_\_

**Position Type (Circle One):**    Classified        Non-Classified        Provisional        Faculty

**Annual Appointment (Circle One):**    9-Month        10-Month        11-Month        12-Month

**Minimum Position Requirements:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**Duties and Responsibilities to be included in advertisement:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**Requested Deadline for Applications:** \_\_\_\_\_

**Advertise (Circle One):**    Internally Only        Internally & Externally

**Documents Required from Applicant (HS Diploma/Certifications/Transcripts):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*JOB DESCRIPTION MUST BE ATTACHED**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor's Signature

\_\_\_\_\_  
Date

## Interview Committee Form

**Date of Interviews:** \_\_\_\_\_

**Position Being Interviewed For:** \_\_\_\_\_

**Supervisor of Position:** \_\_\_\_\_

**Location of Interviews:** \_\_\_\_\_

**Committee Chairperson:** \_\_\_\_\_

**Committee Members:**

**Relevance to Position:**

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

4) \_\_\_\_\_

\_\_\_\_\_

5) \_\_\_\_\_

\_\_\_\_\_

6) \_\_\_\_\_

\_\_\_\_\_

**Applicants Being Interviewed:**

**Time:**

1) \_\_\_\_\_

\_\_\_\_\_ AM/PM

2) \_\_\_\_\_

\_\_\_\_\_ AM/PM

3) \_\_\_\_\_

\_\_\_\_\_ AM/PM

4) \_\_\_\_\_

\_\_\_\_\_ AM/PM

5) \_\_\_\_\_

\_\_\_\_\_ AM/PM

6) \_\_\_\_\_

\_\_\_\_\_ AM/PM

7) \_\_\_\_\_

\_\_\_\_\_ AM/PM

8) \_\_\_\_\_

\_\_\_\_\_ AM/PM

9) \_\_\_\_\_

\_\_\_\_\_ AM/PM

10) \_\_\_\_\_

\_\_\_\_\_ AM/PM

**Committee's 1<sup>st</sup> Recommendation to Chancellor:**

**Committee's 2<sup>nd</sup> Recommendation to Chancellor:**

\_\_\_\_\_

\_\_\_\_\_

**Committee Chairperson's Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Human Resource Representative Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Chancellor's Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

### Candidate Interview Evaluation Form

Candidate Name: \_\_\_\_\_ Position: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Scoring:** Candidate evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position to which he or she has applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional    4 - Above Average    3 - Average    2 - Below Average    1 - Unsatisfactory

All Applicants	Rating				
	5	4	3	2	1
<b>Punctuality &amp; Professionalism:</b> Was candidate on time and prepared for interview, professionally dressed? Comments:					
<b>Educational Background:</b> Does the candidate have the appropriate educational qualifications or training for this position? Comments:					
<b>Prior Work Experience:</b> Has the candidate acquired similar skills or qualifications through past work experiences? Comments:					
<b>Technical Qualifications/Experience:</b> Does the candidate have the technical skills necessary for this position? Comments:					
<b>Verbal Communication:</b> Did the candidate demonstrate effective communication skills during the interview? Comments:					
<b>Candidate Enthusiasm:</b> Did the candidate show enthusiasm for the position and the college? Comments:					
<b>Knowledge of College:</b> Did the candidate show evidence of having researched the college prior to the interview? Comments:					

<p><b>Teambuilding/Interpersonal Skills:</b> Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills? Comments:</p>					
<p><b>Initiative:</b> Did the candidate demonstrate, through his or her answers, a high degree of initiative? Comments:</p>					
<p><b>Time Management:</b> Did the candidate demonstrate, through his or her answers, good time management skills? Comments:</p>					
<p><b>Customer Service:</b> Did the candidate demonstrate, through his or her answers, a high level of customer service skills/abilities? Comments:</p>					
<p><b>Ability to answer interview questions completely and confidently:</b> Did the candidate answer questions, provide feedback and examples when asked, or give correct answers? Comments:</p>					
<p><b>Overall Impression and Recommendation:</b> Final comments and recommendations for proceeding with the candidate. Comments:</p>					

**Total Score:** \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**Procedure History:**

March 16, 2026

October 28, 2019

November 1, 2013

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