

HIRING

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

Upon hiring or terminating any full-time employee the Chancellor will immediately 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.

Policy History:

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

RECRUITMENT AND HIRING

Procedures:

1. When vacant positions need to be filled, a Position Advertising Request Form must be submitted and approved by the Chancellor. Approved forms are forwarded to the Human Resource Department with an approved job description.
2. The Human Resource Department creates a Position Vacancy Announcement for distribution. Advertisements for full-time positions are posted on the College website, in the Employment Opportunities section. In addition, an email is sent to all active employees for distribution. Full-time positions are posted on social media sites and may be published in area newspapers, on job boards, and disbursed to various Human Resource Departments. Exceptions to this general guideline must be approved by the Chancellor. All part-time position openings shall be advertised at the Chancellor's discretion.
3. The Human Resource Department documents receipt of all solicited applications.
4. After deadline for receipt of applications, the Human Resources Office will forward all applications to the Interview Committee Chair for screening.
5. The Interview Committee Chair and his/her selected interview committee will determine applicants to interview based upon:
 - a. Appropriate certification and qualifications
 - b. Quality of credentials
 - c. Appropriate experience
 - d. Adherence to the Affirmative Action Plan
6. The Interview Committee Chair will then request the Human Resource Office to schedule interviews with the selected applicants.
7. Interview committee members are educated on the interview process, briefed on legal issues, and given interview questions. The Human Resources office participant serves as the EEO/Affirmative Action officer during interviews.
8. Position descriptions and summary of benefits offered are given to applicants during interviews for their information.
9. Applicants being interviewed are required to sign a consent forms for reference and criminal background checks to be performed if selected by the Interview Committee as their recommendation to the Chancellor.

10. Once interviews are completed, the interview committee submits a recommendation to the Chancellor for final approval. If two applicants score equally, in house applicants are given preference over external candidates.
11. Reference checks, employment verifications, and criminal background checks are completed by the Human Resource Department. Employment is contingent upon these results.
12. The Chancellor meets with the candidate and makes the final decision.
13. The Chancellor determines the salary and makes an offer to the candidate based upon the approved Compensation Plan for the college.
14. The Chancellor informs the Board of Visitors of recent full-time hires at the next available meeting.
15. If the candidate accepts the job offer, a start date is determined and the Human Resources will meet with the candidate to complete an employment packet and enroll in benefits.
16. Human Resources figures the bi-monthly salary and submits paperwork to the payroll office. Any annual salary must be pro-rated in accordance with the number of days worked in the fiscal year for employees hired after the start of the year.

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) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM
- _____ AM/PM

Committee's 1st Recommendation to Chancellor:

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

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

Total Score: _____

Notes: _____

Affirmative Action Summary

Position Title:
 Length of Position:
 Supervisor:
 Requirements:
 Application Deadline:

Names of newspapers and places where advertised:

Dates Advertised:

Hiring Committee and Titles (Including Affirmative Action designee):

Applicant Breakdown:

Number of Applicants		Number by Ethnic Origin	
Men:		White:	
Women:		Black:	
Total		American Indian or Alaskan Native:	
		Asian or Pacific Islander:	
		Hispanic:	
		Unknown:	

Number of Applicants Interviewed		Number by Ethnic Origin	
Men:		White:	
Women:		Black:	
Total		American Indian or Alaskan Native:	
		Asian or Pacific Islander:	
		Hispanic:	
		Unknown:	

How Interviewed Applicants Heard of Position (listed by ethnic origin):

How Learned of Job Opening	Ethnic Origin	Number

Number of Interviewed Applicants Rejected and Reasons:

- (1) Insufficient training; (2) Uncertain potential for job; (3) Insufficient specialization or breadth for field to be covered;
- (4) Name other specified reasons

Gender	Ethnic Origin	Reason

Number of Offers Made by Sex and Ethnic Origin:
 Number of Offers Rejected by Sex and Ethnic Origin:
 Race and Sex of Newly Appointed Applicant:

Procedure History:

October 28, 2019
November 1, 2013
