

E-2b(1) PROCEDURE Hiring Procedures

Regular Positions With .75 Or Greater FTE

The Vice President for Human Resources will coordinate all hiring activities for the College, and will seek authorization from the President in initiating and filling any and all vacancies.

All requests for personnel additions or replacements will be submitted electronically.

All recruitment and selection of personnel will be conducted according to the College's practices that support access, equity, equal opportunity, and fair employment.

In general, after the President's initial approval, the following procedure will be observed.

1. The vacancy will be posted and advertised internally and externally.
2. Applications and support materials will be accepted.
3. Applications will undergo initial screening by the Human Resources Office.
4. Interview teams will identify potential candidates, and interviews will be scheduled.
5. References will be obtained.
6. Interview teams will conduct initial interviews and forward summaries of candidate strengths and weaknesses to Campus Directors, Vice Presidents, or the President, who will conduct final interviews and make employment recommendations. All interviews will be summarized on Form P-5.
7. A recommendation for hiring will be forwarded to the President via Form P-10.
8. New employees will be informed of responsibility to keep personal data current using Form P-13.

The Area Board of Governors employs personnel on the basis of recommendations from the President.

Adopted Date: 03/17/2009; revised 9/15/2015