

HIRING PRACTICES



Human Resources

Regulation No: DC (Regulation)

Effective Date: June 19, 2019

1. PURPOSE

To establish hiring procedures the College District shall use to ensure compliance with all applicable employment laws and regulations.

2. DEFINITIONS

N/A

3. JOB POSTINGS

- 3.1 All personnel vacancies must be advertised using the online PeopleAdmin system. The hiring manager/supervisor is responsible for ensuring the position is properly budgeted prior to posting each position.
- 3.2 Human Resources shall review the posting and forward to the appropriate vice president and College President for review and approval.
- 3.3 Once Human Resources receives the notification of approval, they will post the position to the PeopleAdmin system allowing for an automatic nationwide search. All postings to the PeopleAdmin site shall remain open no less than five business days before application review may begin.
- 3.4 If needed, the chair of the search committee may meet with Human Resources to develop an advertising strategy. Human Resources shall implement the advertising strategy within 10 business days unless it is not fiscally feasible to do so.

4. SEARCH COMMITTEE

- 4.1 The hiring manager/supervisor shall form a search committee for all contractual positions (faculty and professional positions). Search committees are not required for non-contractual positions (classified positions).
- 4.2 The hiring manager/supervisor shall serve as the chair of the search committee and will make the hiring recommendation to the appropriate administrator.
- 4.3 Search committees will have at least five committee members. Exceptions must be approved by the Executive Director of Human Resources.

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- 4.4 Two subject matter experts, if available, should be appointed to the committee. One of these persons may also be the hiring manager/supervisor if he or she is also considered a subject matter expert.
- 4.5 The role of the search committee is to screen and interview qualified applicants and to recommend the most qualified candidate for selection based on the qualifications set forth in the job description and posting.
- 4.6 The search committee will review the applications of the qualified applicants to determine if the hiring manager/supervisor will schedule them for an interview.

5. APPLICATION REVIEW AND INTERVIEW PROCESS

- 5.1 Applications will be reviewed by the hiring manager/supervisor for minimum requirements per job description, job posting and to ensure the application is complete. All applicants meeting the minimum requirements will be available for the search committee to review.
- 5.2 Preferably interviews will be conducted face to face; however, initial interview screenings may be conducted by telephone, Spark Hire or video conference if time and/or travel are of consequence. All interviews must be conducted using the same method.
- 5.3 Applicants for faculty positions shall provide a demonstration of instruction/teaching ability.
- 5.4 Successful candidates for faculty or professional positions who are recommended to move forward in the hiring process, must interview with the appropriate vice president and College President for approval. If possible, the hiring committee should send at least two candidates forward. Human Resources will schedule these interviews once the candidate has been moved in the PeopleAdmin workflow.
- 5.5 Approved travel expenses (i.e., airfare or mileage, hotel, car rental, and or parking) for external candidates who must travel to the College to attend an interview at the request of the appropriate vice president will be paid by the College or reimbursed in accordance with finance policies and procedures. It is the responsibility of the appropriate vice president to approve the travel and submit to President for final approval.

6. HIRING PAPERWORK

- 6.1 Upon approval of the recommended candidate by the appropriate administrator(s), the search committee chair or designee and Human Resources will compile the following hiring paperwork:
 - a. **Professional references:** (completed by search committee chair or designee)
 - I. Four professional references including at least one supervisor and one peer are required. If the successful candidate is a current full-time employee then no references are required.
 - II. No member of the search committee may also be a professional reference.
 - b. **Candidate Assessment Forms:** (completed by search committee chair or

designee)

- c. **Employment verification:** (completed by Human Resources)
- d. **Faculty Credentialing Form:** (completed by search committee chair)
- e. **Background Check:** (completed by Human Resources)
- f. **Personnel Action Form (PAF):** (completed by hiring manager/supervisor or designee)

6.2 Human Resources will provide a salary amount for the recommended candidate according to the current pay schedule and submit to the appropriate administrator for recommended approval.

6.3 Upon receipt and approval of the salary amount, the hiring manager/supervisor shall offer the candidate a conditional offer of employment contingent upon board approval (professional/faculty), background check and references.

6.4 Upon acceptance, the hiring manager/supervisor will move the candidate in the PeopleAdmin workflow to the appropriate administrator then to the College President for approval.

a. **Non-Contractual Personnel Positions:** Once approved by the College President, a hiring packet will be prepared for the new employee.

b. **Contractual Personnel Positions:** Once Human Resources receive approval by the College President, Human Resources will prepare the appointment nomination paperwork for approval at the next Board meeting.

I. Upon approval by the Board of Trustees, a hiring packet will be prepared for the new employee.

II. The employee contract will be issued once the new employee completes the 90-day probationary period.

6.5 Human Resources will maintain and keep all records regarding the search including the candidate assessment forms.

7. UPPER-LEVEL ADMINISTRATION

7.1 The hiring and interview process for upper-level administration, including positions for Associate Vice President/Dean and above, will be conducted as prescribed by the College President and in compliance with all applicable employment laws and regulations.

8. INTERNAL CANDIDATE SELECTION

8.1 Human Resources and the employee's current department's hiring manager/supervisor will establish a mutually acceptable transfer date.

8.2 The hiring manager/supervisor in the new department shall submit a Personnel Action Form (PAF) transferring the employee from one department to the other.