

<b>Scope</b>	This policy shall apply to all full-time, permanent positions and shall allow for expanded procedures for executive administrators. The policy also provides modified procedures for temporary and part-time positions.
<b>Authority for Employment of All Personnel</b>	The Board delegates to the College President the final authority for employment of contractual personnel, as well as the final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCA, DCB, and DCC as appropriate]
<b>Commitment to Affirmative Action</b>	Associated with the obligation to secure the best qualified personnel is an equally strong pledge to eliminate discrimination in recruitment and employment by assertively recruiting qualified minorities, women, and disabled persons (underrepresented groups). The College District shall make explicit its commitment to equal opportunity in all recruiting announcements and/or advertisements, specifying that the College District is an equal opportunity/affirmative action employer.
<b>General Recruitment Practices for Full-Time Personnel</b>	To develop a broad applicant pool, all full-time personnel positions shall be advertised, except when the College District is reducing the workforce or when transferring, promoting, or reemploying personnel.
<b>Fair Treatment</b>	The interview process must ensure fair treatment of each applicant without regard to political affiliation, race, color, national origin, gender, age, handicap, or religious creed. The process must also demonstrate proper regard for each applicant's privacy and constitutional rights.
<b>General Employment Procedures</b>	When a full-time job vacancy occurs or when a new position is created, the hiring supervisor shall: <ol style="list-style-type: none"><li>1. With the assistance <del>of the director</del> of human resources, develop or revise the job description, determine the appropriate salary range; and submit position for required approval.</li><li><del>2. Complete a personnel request form and obtain required approval;</del></li><li><del>3. Make a rating form to be used to assign scores to the qualifications and submissions of the applicant, relating to the job description;</del></li><li>4. Prepare written questions to be used in each interview, relating to the job description. <del>;</del> <del>and</del></li></ol>

- ~~5. In order to promote equal opportunity compliance, forward, in writing or electronically, the personnel request form, job description, interview questions, and rating form to the director of human resources for his or her review and signature.~~

Search

The human resources coordinator, upon receipt of ~~the forms~~ position approval, shall begin the search in the following manner:

1. Announce the position on the College District's website for a minimum of five working days. Applications from internal and external candidates shall be considered simultaneously unless waived by the College President in order to advertise exclusively to internal candidates.
- ~~2. Develop a list of additional recruiting sources in conjunction with the hiring supervisor and the director of human resources.~~
3. Advertise and/or announce the opening in each external recruiting source listed.
- ~~4. Log or electronically maintain a record of the applications as they arrive.~~
5. Monitor receipt of applications and forward ~~Send the applications~~ to the hiring supervisor.

The hiring supervisor shall:

- ~~1. Eliminate each incomplete application and each application that does not meet the minimum qualifications; and~~
2. Decide which type of committee to form (selection or screening).

Committees

A selection committee shall identify a candidate to recommend to the College President. The hiring supervisor shall participate fully as a voting member of the selection committee. The hiring supervisor's evaluation shall be weighted as one-fourth of the total rating with the other committee members having a combined value of three-fourths.

A screening committee shall select the top applicants to recommend to the hiring supervisor. At least two applicants shall be provided to the hiring supervisor. The hiring supervisor may attend all, some, or none of the screening committee's interview; however, the hiring supervisor may not vote on the committee's recommendation. Using objective criteria, the hiring supervisor shall select a candidate to recommend to the College President from among the applicants forwarded from the screening committee.

A selection or screening committee shall be composed of a minimum of four members.

**Procedures**

Only an individual who has submitted an application through the human resources office may be considered for an open position. Each applicant who is selected for an interview must undergo the same process as every other applicant. If an informal meeting or meal is offered to any interviewee, it must be offered to all interviewees.

The interview process for full-time faculty members may include teaching and/or skill demonstrations.

The interview process for professional or support positions may include a demonstration of skills if such skills are included in the job descriptions.

The hiring supervisor shall consider references before recommending a candidate to the College President.

**References**

At minimum, the hiring supervisor shall obtain two recommendations from among the candidate's last three places of employment, when three are available. Both written and telephone recommendations are desirable.

In the event that information obtained through the reference checks reveals a reason to disqualify a candidate, the hiring supervisor shall check the references of the applicant obtaining the next highest rating through the committee process.

**Criminal Background Check**

The candidate who has obtained the highest rating from the committee and who has received acceptable references shall be selected as the finalist. The College District shall review the criminal background check on the finalist prior to scheduling a final interview with the College President.

In the event that a background check reveals information that disqualifies the finalist, that finalist shall be eliminated from consideration, and the next highest-rated applicant with acceptable references shall be named as the new finalist.

**Meeting with College President**

Upon receipt of an acceptable criminal background check, the hiring supervisor shall complete a personnel action form and arrange for the finalist to meet with the College President. The requirement to meet with the College President may be waived.

**Offer of Employment**

No offer of employment shall be made until:

1. Acceptable references have been obtained;
2. An acceptable criminal background check has been obtained;

3. The finalist has met with the College President; and
4. ~~A personnel action form has been completed and signed by the appropriate administrator and College President.~~ All appropriate administrators and the College President have signed the offer approval form.

**Contracts**

Employment contracts shall be offered for some positions. If a contract is to be offered, the hiring supervisor shall provide the necessary information to the human resources coordinator, who will prepare the contract.

**Executive Administrators and College President**

The College President may expand the process to hire deans or vice presidents as he or she deems appropriate. Members of the Board may participate in this process if invited by the College President.

The Board shall determine the process and procedures to select the College President.

**Temporary, Part-Time, and Adjunct Positions**

Temporary, part-time, and adjunct positions shall generally be advertised by posting on the College District's website. The requirement to advertise may be waived by the College President.

The hiring supervisor shall be responsible for preparing the job description, completing a personnel requisition form, obtaining the required approvals, and screening and selecting temporary, part-time, and adjunct positions. Screening or selection committees are not required.

A criminal background check shall be obtained and deemed acceptable before any offer of employment is made.

**Other Provisions**

Upon acceptance of an offer of employment, the new employee shall complete all necessary personnel forms no later than the third day of employment.

When an opening is filled, the human resources office shall notify all other applicants of that fact.