

**HIRING AUTHORITY**

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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 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.

HLC Criterion: 2A.2; 2C.5; 5A.3

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**Policy History:**

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 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 updated job description.
2. The Human Resource Office 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 Offices. 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. Position supervisors will serve as Interview Committee Chairs, or appoint someone in their place. The Interview Committee Chair will select Interview Committee members that must be approved by the Chancellor.
4. After deadline for receipt of applications, the Human Resource Office will document applications received, then 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 prior to interviews. The Human Resource 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 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 its recommendation, the highest scoring applicant, 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 Office. Employment is contingent upon these results.
12. The Chancellor meets with the Interview Committee's recommendation 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 scheduled meeting.
15. If the candidate accepts the job offer, a start date is determined and the Human Resource Office will meet with the applicant to complete an employment packet and enroll in benefits.
16. The Human Resource Office figures the semi-monthly salary and submits paperwork to the payroll office. 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) \_\_\_\_\_

\_\_\_\_\_ 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

Interview Evaluation	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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additional Section for Faculty Only:**

Faculty Interview	Rating				
	5	4	3	2	1
<b>Teaching Style/Lecture Delivery:</b> Was applicant comfortable/confident? Did he/she know the subject? Ability to hold student's attention? Comments:					
<b>Subject Content Covered:</b> Did applicant cover the appropriate subject matter in time allowed? Comments:					
<b>Knowledge of Online Learning Platforms:</b> Was applicant familiar with Blackboard or other online learning platforms? Comments:					
<b>Presentation:</b> Did applicant use appropriate teaching aids? Comments:					
<b>Teaching Presence:</b> Did applicant speak well, without hesitation? Comments:					
<b>Knowledge of Online Learning Platforms:</b> Was applicant familiar with Blackboard or other online learning platforms? Comments:					

**Total Combined 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:

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**Procedure History:**

October 24, 2019  
November 1, 2013

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