Staff Hiring Process

Purpose: To fill a current position or to create a new position.

Objective: To ensure consistency in the hiring process.

Procedure:

1. Evaluate the position.
    a. Is the position still needed? If so, does it need to be structured the same way? This is a great opportunity to revisit the job description and make any needed changes.
    b. Does the title need to be changed to accurately reflect the work being done?
    c. What strengths do you need from this position to balance or compliment the office?

2. Complete a ***Position Request***, Form 100, and attach a current job description. Contact Director of Human Resources to discuss pay range to put on the form.

3. Forward the Position Request form to the Department's member of Senior Staff for approval and then route it to Human Resources (HR). It will then be sent to the President of the College for final approval.

4. The President's Office will then forward the completed form to the Director of Human Resources.

5. HR will begin the recruitment process. The open position will be posted to the Web and advertised in selected newspapers, if needed.

6. All resumes and applications will be received by HR and logged on the Applicant Flow Log.

7. HR will acknowledge receipt via e-mail, letter, or postcard of all resumes and/or applications received.

8. HR will forward all resumes for the opening to the appropriate department for review.

9. Each department will conduct their own phone or in-house interviews. The department will need to keep a record of each applicant who was called and/or interviewed. HR needs to meet with final candidate(s).

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Reminder:
When conducting an interview, you should ask only job related questions. Before asking a question, ask yourself if you really need to know this information in order to make a solid evaluation of the applicant's qualifications and competencies.

<u>Applicants with Disabilities:</u>
The College is required by law to provide reasonable accommodations to applicants with disabilities, who are pre-qualified to perform the essential functions of the job, during the interview and selection process. *(Contact HR if you have questions or need assistance.)*

10. The department conducting an interview must have the candidate complete an ***Authorization to Release Information***, Form 101, before any references can be checked
11. Each department will conduct their own reference checks. Check current and prior employment and verify educational credentials. Notify HR as to which applicant you are checking references on and HR can contact the applicant to get them to sign the criminal background check form, so this can be completed simultaneously.

12. Once a candidate has been selected, a ***Personnel Action Form***, Form 102 must be completed and forwarded to Human Resources along with resume and/or application, reference release form, and reference documentation.

13. HR will review information/paperwork and get remaining needed signatures.

14. After receiving the needed approval, HR will notify the particular department that they may call the candidate and make an offer contingent upon the completion of a successful criminal background check, if the criminal background check is not back yet.

15. HR will conduct a background check on all new hires. This process will take approximately two days. Upon receiving the completed background check, HR will initiate an appointment letter to the candidate along with notifying the supervisor.

16. HR will also notify the necessary areas of the new hire coming on board via the electronic "***Change in Staff***" form. This will include some of the following areas such as the post office, payroll, Security, Information Technology, etc.