

# HIRING PROCEDURE

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*Related Board of Trustees Policy: BP 2.15*

*Approval: November 2011*

*Revision:*

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The purpose of this procedure is to establish a uniform method for the recruitment, evaluation and selection of qualified personnel for vacant positions. Part-time curriculum instructors and selected other part-time staff are excluded from this procedure; their employment is at the recommendation of the direct supervisor.

## **Approval to Advertise/Search**

- Vice presidents must request approval from the president to advertise for any new or vacant full-time positions via email.
- The president approves or disapproves by email to the Vice President, with a copy to Human Resources and the Vice President of Administrative Services.
- All positions must have a position description using the job description template which describes and communicates reporting relationships, position classification, and major parameters of the position.
- Vacancy announcement must be attached to the job description when forwarded to Human Resources.

## **Position Classification**

- A supervisor must submit a signed position questionnaire for new positions, to their unit vice president for review and signature, who will then present it to the Executive Leadership Team (ELT) for consideration.
- If approved by the ELT, the position questionnaire is forwarded to HR for classification by a committee.
- The classification committee is composed of the VP of Administrative Services, HR Director, HR Specialist and Payroll & Benefits Specialist; using the guidelines provided by the Mercer Group's Factor Evaluation System (FES).
- On the rare occasion when a unit may restructure or there is a significant change in a position's duties the supervisor may petition the unit vice president to present to the ELT authorization to reclassify an existing position.
- If approved by the ELT, a position questionnaire and justification must be completed and evaluated using the FES to determine if a change in pay grade is justified.
- The results from the classification committee are submitted to the unit vice president; and the new or reclassified position is placed on the position grade chart according to the level.

## **Position Vacancy Announcement**

- A vacancy announcement is completed using the template located on the HR website.
- Vacant positions shall be advertised internally and externally or internally only in consultation with the President; this includes fulltime (faculty and staff) and part-time (faculty and staff).
- The hiring supervisor or vice president may advise the Human Resources department of strategic advertising for the position in trade journals, professional organizations, etc. in addition to papers, CCC's website, NCCCS website (link), CC Personnel listserv, minority college listserv, Human Resources department bulletin board, CCC email, local JobLink service, Chronicle of Higher Education and other mediums as appropriate.

## Application Process

- Applicants will be required to submit a completed CCC Application for Employment and any other documentation specified in the position vacancy announcement utilizing the College's Job Center online application system.
- Applications for employment are accepted only during the advertised period.
- Applications received after the closed date of any position vacancy announcement may not be considered for the applicant pool and will be returned to the applicant with an explanation of the application process.
- Applications which are incomplete or those on which the applicant has written "see resume" will not be considered; all applications must be signed by the applicant to be valid.

## Recruitment

- Administrative positions are generally posted for two weeks or open until filled.
- Professional/faculty/executive positions are generally posted for three weeks or open until filled.
- Internal positions are generally posted for seven days or open until filled.
- During the recruitment process, HR will screen applications received through the Job Center for minimum qualifications.
- Search committees are recommended by the supervisor and approved by the unit vice president.
- Search committees are notified, trained and provided a copy of the *Search Committee Handbook* by HR staff.
- After the position announcement closes, the search committee will screen, select candidates for **Level I** interviews, conduct interviews, rank candidates, complete a candidate assessment form, conduct reference checks and make recommendation of selected candidates for further review to the unit vice president.
- Unit vice president will be notified by HR if a selected candidate qualifies for Veterans preference as mandated by Board Policy 2.31-Veterans Preference in Hiring Decisions.
- Selected candidates will be scheduled by the unit administrative assistant for Level II interviews with the managing supervisor and/or unit vice president.
- Administrative positions may require additional interviews, presentations, or other forums.
- Unit vice president makes a preliminary offer of employment to the prospective employee.
- Employment is contingent upon approval of the president and successful criminal background check.
- Upon acceptance by the candidate, an employment contract is issued by Human Resources stating salary, dates and terms of employment.
- New employees will normally start their employment on the 1st or 15<sup>th</sup> day of the month.
- Human Resources will conduct New Employee Orientation on the first day of employment.
- Human Resources will notify remaining finalists they were not selected for the position.

## Exception

- The President in consultation with the Executive Leadership Team reserves the right to appoint an employee to a position based on the strategic needs of the college. The appointee will receive the minimum of pay for the new classification or an increase of 7%, whichever is higher.
- The President in consultation with the Executive Leadership Team, reserves the right to adjust the salaries of market impact positions based on the strategic needs of the College.

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