

## HIRING POLICY- BP 2.15

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*Legal Authority: NCGS Chapter 115D, Article 2D; 23 NCAC 2C .0210*

*Approval: April 19, 2011*

*Revision:*

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### **Hiring Policy**

#### Policy

The President shall fill each employee position at the College with the person selected from those applicants for the position that is best suited and qualified. The President shall ensure that all equal opportunity hiring and anti-discrimination requirements are followed.

#### Background Checks

It is the Policy of the Board to conduct background investigations on any and all applicants for employment and all individuals who have been provisionally offered employment. The College also reserves the right to conduct background investigations on incumbent employees and also to conduct employee misconduct investigations in the event that an employee is suspected of misconduct relating to the employee's employment, or violation of federal, state, or local laws or regulations, or violation of any written policies of the College, or noncompliance with the rules of any regulatory organization. In the event that a report on an applicant or incumbent employee is obtained from a Consumer Reporting Agency, the College will comply with the requirements of the Fair Credit Reporting Act. The President shall promulgate implementing procedures consistent with the Policy.

#### Hiring and Search Procedures

The President shall implement hiring and search procedures for full-time and part-time employees consistent with this Policy, applicable regulations, and System guidance.

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