

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7110.0**

**FOR POLICY NUMBER: BP – 7110**

## **GENERAL HIRING PROCESS PROCEDURES**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish general hiring process procedures.

### **2. DEFINITIONS**

N/A

### **3. PROCEDURE**

3.1 Northeast Community College does not discriminate in hiring based upon any protected status and does not engage in any employment practice that is discriminatory.

3.2 The responsibility of coordinating hiring processes at Northeast Community College is delegated to the Human Resources Office. The specific functions to be coordinated in the hiring process of new employees shall include the development of a position description, determining all position announcements and advertising, managing application processing, coordinating applicant screening and interviewing, coordinating reference checking, determining beginning salaries, and processing new employees.

Procedures for the hiring of new employees are as follows:

#### 3.2.1 Position Description:

3.2.1.1 All college positions shall have a formal position description before a position may be opened for employment.

3.2.1.1.1 For current positions, submission of an updated position description to the Human Resources Office is the responsibility of the supervisor. The supervisor shall review the changes with the appropriate administrator prior to submitting the position description to the Human Resources office.

3.2.1.1.2 For new positions, the supervisor will work with the Human Resources Office in developing the position description. Required work experience, education, skills and salary levels will be consistent with current College practices.

3.2.1.1.3 The supervisor will generate the official copy of the position description in the position management system, and route it for the necessary approvals.

3.2.1.1.4 Upon approval, the Human Resources Office will complete and disseminate the position announcement. The determination of where to advertise shall be the responsibility of the Associate Vice President of Human Resources or designee upon recommendations of the supervisor and/or appropriate administrator.

### 3.2.2 Position opening announcements:

3.2.2.1 Full-time employment positions may be opened either internally or externally. The determination to allow an internal only announcement is made by the President upon the recommendation of the supervisor, appropriate administrator and the Associate Vice President of Human Resources. Such determination may be allowed when there are college employees who have expressed an interest in the position and who meet the qualifications. The process provides a career growth pattern for current employees and recognizes the quality of our employees.

3.2.2.1.1 Internal openings are generally opened for a period of 3 to 5 working days. Position announcements are posted on the College website and emailed College-wide by the Human Resources Office. All current full and part-time employees may apply for positions announced internally.

3.2.2.1.2 External openings are generally opened for a period of 2 to 4 weeks depending upon the extent of the advertising. Nationally advertised positions will require the position to remain open longer than a locally or regionally advertised position. External openings shall be published on the College website, announced to the appropriate Workforce Development Office, distributed to appropriate placement bureaus and placement offices, including selected minority group agencies, advertised in newspapers and other sources including job related websites. All current full and part-time employees may apply for positions announced externally.

3.2.2.2 Openings for part-time positions shall be determined on a case-by-case basis. Advertising, if necessary, and interviews shall be determined by the Associate Vice President of Human Resources or designee.

3.2.2.3 All position opening and closing dates for the acceptance of applications shall be determined by the Associate Vice President of Human Resources or designee.

### 3.2.3 Advertising:

3.2.3.1 All employment advertising for Northeast shall be processed through the Human Resources Office. The Human Resources Office will consider reasonable requests by supervisors for composition and/or placement of advertisements. Final determination of composition and placement of advertisements shall be the responsibility of the Associate Vice President of Human Resources or designee.

### 3.2.4 Applications:

3.2.4.1 All individuals interested in applying for a position at Northeast must complete an application in the online application portal. A completed application form is required in order for applicants to be considered for employment. Applications are logged by the applicant tracking system.

3.2.4.2 Applications are available for review by the supervisor and screening/interview committee via the applicant tracking system. Applications may be printed as required for committee review. Those copies must be returned to the Human Resources Office for proper disposal.

### 3.2.5 Interview Process:

3.2.5.1 For positions other than vice president and associate vice president, the supervisor, appropriate administrator and the Associate Vice President of Human Resources or designee will select a committee to screen and interview applicants for a position. The committee will review all applications and determine the candidates to be interviewed. Only candidates who meet the minimum qualifications specified in the position description may be considered. Generally there shall be a minimum of three applicants to be interviewed.

3.2.5.2 The Associate Vice President of Human Resources or designee may conduct pre-screen interviews and/or conduct preliminary reference checks to assist in determining the applicants to be interviewed.

3.2.5.3 The Human Resources Office will schedule all interviews.

3.2.5.4 The supervisor shall facilitate the interview. Each committee member shall complete an Applicant Appraisal Form at the completion of each interview. Results of the evaluation forms will be reviewed after all applicants have been interviewed. Ratings and notes from these evaluation forms shall be used as only one tool to assist the committee in reaching a recommendation.

3.2.5.5 After the interview committee has decided on a candidate for the position, the supervisor shall conduct reference checks. The results of the

reference checking will be provided to the committee and the Human Resources Office. Upon satisfactory references, the supervisor recommends to the divisional vice president or associate vice president to move forward with the candidate.

3.2.5.6 Upon approval, the Human Resources Office shall determine the appropriate salary and draft the contingent offer of employment and then forwards the document to the President for his signature.

3.2.5.7 The Human Resources Office is responsible for notifying the unsuccessful applicants.

3.2.5.8 All applications received for the position and evaluation forms used in interviews become a part of the permanent records and shall be kept on file in the Human Resources Office for a minimum of three years.

### 3.2.6 Salary Determination:

3.2.6.1 The beginning salaries for new employees must be maintained within the established ranges. Salaries are based upon education, experience, skills, position classification, job market and internal equity. The salary to be paid new employees is determined by the Associate Vice President of Human Resources, contingent upon approval by the President.

### 3.2.7 Employment Process Completion:

3.2.7.1 The Human Resources Office is responsible for notifying successful candidates of the date to report to work for orientation and completing all employment forms. A candidate is not considered employed by Northeast until reporting to work and completing all employment forms. Failure to report to work shall constitute an immediate revocation of the employment offer.

3.2.7.2 The immediate supervisor shall be responsible for orienting new employees on college philosophy, policies and procedures of the College. Specific training shall be the responsibility of the immediate supervisor.

## 4. APPLICABILITY

N/A

**ISSUE DATE:** 07/01/2014

**EFFECTIVE DATE:** 02/22/2017

**REVISION DATE(S):** 11/14/1974 (item #0719 – Code 2020.a); 06/18/1992 (item #6220 – Code 2020.a); 09/12/1996 (item #7739 – Code 2020.a); 03/13/1997 (item #7957 – Code 2020.a); 03/12/1998 (item #8267 – Code 4009.a); 03/09/2006 (item #9853); 07/01/2014; 02/22/2017

**PRIOR POLICY/PROCEDURE NUMBER:** 4009.a

**SCHEDULE FOR REVIEW:** 2015

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** hiring