

<b>SUBJECT:</b>  Human Resources:  Process for Filling Open Positions	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  04-5-003
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 of 2</b>
	<b>Responsible Authority:</b>  Director, Human Resources/Staff Development	

**I. Purpose of the policy/Policy statement**

This policy is designed to provide a clear, consistent process for conducting interviews at the College.

**II. Applicability/Scope**

This policy applies to all College administrators with hiring authority based upon directly supervising employees.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Manager of Human Resources	<p>Reviews applications for open position to determine which applicants meet the minimum qualifications for the position (i.e. minimum education and experience).</p> <p>Determines applicant pool of qualified applicants. (Applicants who meet the minimum qualifications for the position.)</p> <p>Prepares memorandum to hiring administrator, enclosing resumes of all applicants meeting minimum qualifications, and refers to Director of Human Resources for review/approval.</p> <p>Following Director of Human Resources review/approval, forwards memorandum and resume to hiring administrator for review, along with interview rating sheet and employment verification forms.</p>	<p>Within 3 business days following the closing date of the position.</p>

<p>Hiring Administrator</p>	<p>Reviews resumes to determine which applicants will be interviewed based on job-related criteria i.e. degree, level and relevance of experience, educational preparation, and any special skills qualifications related to the position. <i>(A minimum of three applicants must be interviewed each position).</i></p> <p>Selects interview panel, if a panel will be used, completes interview panel form and submits to Director of Human Resources for review, approval, and retention.</p> <p>Develops and submits initial interview questions to be asked of all candidates and submits to Director of Human Resources for review and retention.</p> <p>Conducts interviews, and selects finalist.</p> <p>Communicate final selection to respective divisional cabinet member.</p> <p>Communicates finalist selection to Director of Human Resources (in person or via e-mail), prepares interview materials for submission to Director of Human Resources, including all interview rating sheets for all applicants interviewed, complies resumes/applications of all applicants not interviewed, and submits the following for the finalist recommended for the position:</p> <p>Completed LOC employment application, interview rating sheets, a minimum of two employment verifications, copy of College transcript (if a degree is required for the position), a completed personnel action form with a proposed start date <i>(proposed starting dates commence on a Monday during the week in which employees are paid to ensure that new employee is on the proper pay cycle.)</i></p>	<p>Within 7 business days of receipt of applicant pool.</p>
<p>Director of Human Resources or his designee</p>	<p>Reviews all applicant materials for completeness, and accuracy (signatures, all required forms/documents).</p> <p>Forwards PAF to Chief Financial Officer for signature, and to the President for signing if salary for the position is \$50,000 or more.</p> <p>Prepares offer letter and contacts finalist to extend job offer. If candidate accepts, e-mails hiring administrator to inform that offer was accepted.</p>	<p>Within 2 business days of receipt of all interview materials.</p>

**IV. Related policies/References for more information**

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	