

## **443-05 RECRUITING AND HIRING—PROCEDURE**

### **1. PURPOSE**

The purpose of this procedure is to establish fair, legal and effective recruiting and hiring processes.

### **2. PROCEDURE**

#### 1. Benefit Full-time Positions

##### a. Recruitment

A Position Requisition must be completed by the supervisor and approved by appropriate levels for all existing and new vacancies prior to advertising the position.

Positions will be assigned a salary range, an advertising plan, minimum qualifications and posting dates by the Human Resources Department. The posted salary range will be from the minimum of the position's salary range to the mid-point of the position's salary range unless there is reason to post the full range.

##### b. Posting Requirements

Coconino Community College practices equal employment opportunity and affirmative action. The following posting options are available to supervisors:

1. Open to all applicants: This type of posting is open to all interested applicants. Human Resources will post the vacancy in appropriate publications and websites. Should the supervisor wish to post the vacancy in a specific publication or website other than what Human Resources is recommending then any additional costs associated with the advertisement will be the responsibility of the department. To ensure funding is available or to use salary savings to cover the additional cost, approval by the appropriate director, dean, or vice president as well as the Vice President for Business and Administrative Services is needed prior to advertising the job.
2. College Employees Only: With recommendation from the Supervisor and the concurrence of the Human Resources Director, advertisement of vacancies may be limited to "College employees only" in an effort to increase promotional and career opportunities within the College. Full-time, part-time, and student employees are eligible to apply for these internal vacancies. Part-time or student employees must be active in the College payroll system, and must have performed work for the college within the past three months.
3. Vacancies will be posted for a minimum of fourteen calendar days externally and a minimum of three calendar days internally.

c. Trainee Assignment

A supervisor may request that a vacant position be filled with a trainee. Trainee status allows the supervisor to consider hiring an applicant who does not meet the minimum qualifications for the position, but will be able to attain the qualifications in one year or less. Trainee positions will not exceed one year.

d. Screening Process

The screening committee will typically be composed of the appropriate supervisor, who serves as the selection committee chair, at least two other individuals who possess the technical knowledge necessary to evaluate applicants, and a representative from Human Resources when it's possible. The committee should have gender and cultural diversity whenever possible. For "director" or higher level at least one committee member may be an external individual from the community.

The selection committee chair will determine in conjunction with the Human Resources Department an appropriate screening process to follow in order to move from a pool of qualified applicants to one finalist. The Human Resources Department must approve all screening tools developed by the committee.

e. Confidentiality

The screening committee and the Department of Human Resources will maintain strict confidentiality regarding applicant candidacy throughout and after the employment selection process, to the extent permitted by law. The names of finalists for any position may be subject to release under Arizona's Public Records Law. Members of the interview committee will return all paper work associated with the hire to Human Resources one week following the selection of a candidate.

f. Reference Checks

Professional reference checks must be conducted on the finalist who is recommended by the hiring committee. For external candidates, employment verification must be conducted with the last three employers or the last ten years of employment. One of the reference checks should be the employee's last immediate supervisor.

For internal candidates, a reference check with the current supervisor is advised as well as a review of the employee's performance evaluations.

g. Background Investigations

Positions sensitive in nature such as those responsible for campus security, cashiering, safety, working with minors, have significant public contact or otherwise have access to sensitive or secure information will be required to have background investigations. Background investigations will be

conducted by an outside agency which may include credit history checks, criminal court record checks and other inquiries regarding finalist's suitability for employment, for those individuals being hired or transferred into sensitive positions.

The supervisor and Human Resources Director will determine whether to conduct a background check.

h. Job Offer

No job offer, or any commitment, can be extended to a candidate until all documentation supporting the hiring decision is submitted to the Human Resources Department for review to ensure applicable procedures were followed. Once the Human Resources Department reviews all the documentation, and the Vice President for Business and Administrative Services ensures that funding is available to support the hire a job offer can be made. A list of new hires for professional, administrative and full-time faculty positions will be presented to the District Governing Board for their information. All new hires will start at the beginning of a pay period.

2. Temporary, Benefits Eligible Positions

The hiring of temporary employees who will be benefit eligible requires adherence to the recruitment and hiring guidelines as described above

3. Part-time Positions

The hiring of part-time employees who are not benefit eligible or who will be covered by a retirement program does not require adherence to the recruitment and hiring guidelines as described above. However, compliance with the classification and compensation plan, EEO and other fair hiring practices must be followed.

An employee may not start work until the Vice President for Business and Administrative Services ensures there is funding to fill the position.

4. Part-time Faculty

Part-time Faculty positions are non-continuing in nature and are filled on a semester by semester basis. Employment is dependent on sufficient enrollment, which is not verified until registration is completed. Classes may be canceled at any time due to low enrollment, or the class was assigned to a full-time faculty member who needs to meet load requirements. This will occur prior to the third meeting of class and may also be done at the discretion of the Vice President for Academic Affairs or designee.

Applications for part-time faculty will be accepted on a continuous basis and will be kept on file for one year from date of receipt. For candidates to be considered a signed employment application must be on file. Candidates must also be able to

meet all college and State of Arizona teaching requirements prior to the first day of class.

Selected qualified applicants will be interviewed by the Department Chair, designee or appropriate administrator by phone or in person.

Prior to a job offer, a minimum of three reference checks will be conducted. If reference checks are satisfactory, then a job offer may be made.

Approval through the Dean or designee is required for part-time faculty positions.

### **3. BACKGROUND**

1. References: none
2. Revision history: 04/2000, 04/02/2002, 03/24/2010
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 3/24/2010

**COCONINO COMMUNITY COLLEGE**