

**Employee Recruitment and Selection – Faculty & Staff, 2.18(a)****Chapter 2: Personnel****Applies to:** Faculty and Staff

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**Purpose:**

The Employee Recruitment and Selection – Faculty & Staff Procedure provides the guidelines when posting and selecting a candidate for the College.

- I. **Position Authorization:** The following steps must occur when a replacement or new employee is being requested.
  - a. Supervisor requests job description from the Office of Human Resources to review and make changes as appropriate.
  - b. Supervisor completes employment requisition form and provides, along with job description, to the appropriate Dean / Director and Cabinet member.
  - c. Upon Cabinet approval, the job description and employment requisition form are submitted to the Executive Director of HR.
  - d. The Executive Director of HR will review the job description and finalize the appropriate salary range in alignment with the College's designated salary ranges.
  - e. Upon approval from the Executive Director of HR, the employment requisition will be provided to the Vice President, Finance and Administrative Services for review and signature.
  - f. The President will have final review and approval of the employment requisition.
- II. **Job Posting:** Upon approved employment requisition, the Office of Human Resources will post the position using the College's applicant tracking system, NEOGOV.
  - a. Unless otherwise requested, all positions will be posted externally for a minimum of 5 business days.
  - b. Requests for internal postings only will be reviewed and determined by the Cabinet member and Executive Director of HR.
  - c. The Office of Human Resources will send a campus-wide email notifying employees of all posted positions.
  - d. The Office of Human Resources will provide the Supervisor with resources to effectively use NEOGOV.
  - e. The Office of Human Resources will coordinate all posting advertising with the Supervisor.
- III. **Prescreening:**
  - a. The Supervisor will prescreen all candidates to ensure compliance with minimum qualifications as outlined on the job description and use the NEOGOV system to record interview selections.
  - b. Prescreening can be done by reviewing applications / resumes and / or via phone or Zoom/Teams.
- IV. **Interview Committee:**
  - a. The Supervisor should assemble an interview committee for all full-time positions. The committee should be comprised of 4-5 employees both within and outside of the department.
  - b. The Supervisor and interview committee will create a list of behavioral based interview questions and an evaluation tool that will be used with each

candidate. The Office of Human Resources can assist with questions and provide an evaluation tool.

- c. The Supervisor will coordinate a training with the Office of Human Resources and the interview committee to review expectations and best practices.
- d. The Supervisor and interview committee will conduct initial interviews.
- e. The Supervisor or Dean / Director compiles a list of strengths and weaknesses of the final candidates and sends to the respective Cabinet member with copies of resumes and other relevant information. At least two (2) candidates should be submitted for next level interviews. (Note: Supervisor should not rank candidates). If only one qualified candidate is identified, an exception should be discussed with the respective Cabinet member.
- f. If there are no qualified candidates, it will be considered a failed search.
- g. Final candidates may be interviewed by the respective Cabinet member or President. The Office of Human Resources interviews final candidates and provides the candidate with information regarding salary and benefits.
- h. The Office of Human Resources will monitor the process for all finalists prior to offering employment to a candidate.
- i. The Office of Human Resources may debrief with the interview team.

**V. Selection**

- a. The Supervisor and their respective Administrative Supervisor will discuss the finalists with their respective Cabinet member to move forward with the next steps by the Office of Human Resources.
- b. The Office of Human Resources completes reference checks and criminal background checks.
- c. The Office of Human Resources notifies the Supervisor and the respective Cabinet member of results and intent to make an offer or decline candidate.
- d. The Office of Human Resources makes a verbal offer of employment to the candidate and, if candidate accepts position, coordinates initial paperwork for first day of employment.

**VI. Interviewing Documents**

- a. Original score sheets and interviewing tools must be compiled by the Supervisor and sent to the Office of Human Resources to retain in accordance with the College’s Record Retention schedule.

**Related Policies or Procedures:**

[Employee Recruitment and Selection Policy 2.18](#)

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	11/21/2023	
<b>Revised:</b>	MM/DD/YY	

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