

2460 – Hiring Guidelines for Regular (Non-temporary) Faculty and Staff

Appointments

When an unusual or emergency situation occurs and it is in the best interest of the College, the President or his/her designee may **forgo the normal candidate search processes noted below by appointing a qualified candidate individual** to fill a vacancy for positions other than Dean/Vice Presidential level. If the individual is not already a College employee, the President **must shall** present the recommendation to the Board of Trustees at its next regularly scheduled board meeting, to seek approval of the appointment.

The following documentation is needed by the Office of Human Resources when an appointment occurs:

- Approvals up through the President;
- Application Packet (completed in its entirety);
- Reason for immediate hire; and
- Brief outline of questions and answers that were asked when discussing the assignment with the candidate.

For additional required steps, please refer to the Hired Candidate section below.

Approval for Filling New and Existing Positions

Existing: Prior to beginning the selection process for filling expected vacancies for existing positions;

1. a letter of resignation (terminating employee), **job transfer acknowledgement letter** ~~brief two-line initiated e-mail (job transfer)~~, or college-initiated letter (non-renewal, involuntary termination, or reduction in force) must **be** on file in the Office of Human Resources;
2. **the supervisor must submit a Blue Team Form for the departing employee;**
3. **the supervisor must contact and/or meet with the Director of Human Resources to obtain the salary or hourly rate for the position; and**
4. **if there is a hiring freeze or the supervisor is requesting a change to the position affecting budget (e.g., change in length of employment or change in job duties impacting salary grade), the supervisor must submit a determination of need to fill a new or existing position shall be submitted up the chain-of-command to the President or his/her designee to attain approval by completing following the steps outlined in the Personnel Requisition and Authorization Form. Procedure Instructions and completing the corresponding form located on the Human Resources web page.**

~~If The President or his/her designee determines that a need for the position exists, this will shall inform the hiring supervisor be communicated to and the Office of Human Resources of his/her decision who in turn will notify the appropriate supervisor.~~

New: Prior to beginning the selection process to fill a new position;

1. the supervisor must contact and/or meet with the Director of Human Resources to obtain the salary or hourly rate for the position; and
2. the supervisor must submit a determination of need up the chain-of-command to the President or his/her designee to attain approval by completing the Personnel Requisition and Authorization Form.

The President or his/her designee will inform the hiring supervisor and the Office of Human Resources of his/her decision.

Please note that the Board of Trustees must approve a new Dean/Vice Presidential level positions before proceeding with the hiring process.

Position Job Description

Prior to advertising, The position job description for the vacancy is to for the position must be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval. The job description template as well as existing job descriptions are located on the T: Drive underneath HRJob Descriptions.

Creation of Application Packet

The appropriate supervisor will work with the Office of Human Resources, working closely with the appropriate supervisor, to will customize the content of the application packet used by a screening committee (see below) for the open position.

If a like position has been advertised within the last (6) months, the appropriate supervisor may review those candidates. The supervisor shall contact those candidates under consideration to determine their interest and availability for the open position. Since application material content is to be uniform, the Office of Human Resources shall be contacted if additional application material is required from candidates for certain positions.

If, at any time, applications are submitted directly to departments or individuals, the application shall be forwarded to the Office of Human Resources for processing before being considered for the position.

Advertisement of Position

The appropriate supervisor, working closely with the Employee Recruitment Specialist Office of Human Resources, working closely with the appropriate supervisor, shall must create the an advertisement for the position. After being approved by the President or his/her designee, all advertisements will be publicized according to the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

If a like position has been advertised within the last six (6) months, the supervisor may review those candidates. The supervisor must contact those candidates under consideration to determine their interest and availability for the open position. If and an adequate number of candidates have been found, the supervisor does not need to proceed with a new advertisement.

Application Material

All application material is to be submitted to the Office of Human Resources for processing. If, at any time, application material is submitted directly to departments or individuals, the application material must be forwarded to the Office of Human Resources. If material cannot be copied, arrangements can be made to make the material available to the supervisor or his/her designee. Copies (the ones forwarded by the Office of Human Resources and any others that are made by the supervisor or his/her designee) must be returned to the Office of Human Resources, after the hiring process is completed.

Screening/Interview Committees

A screening/interview committee ~~must~~ shall be used to consider applicants for all regular positions ~~in accordance with the following guidelines.~~

1. ~~The screening committee shall consist of~~ The appropriate supervisor or his/her designee ~~will serve~~ serving as the ~~Search~~ Screening/Interview Committee Chair.
2. ~~The screening/interview committee will consist of two or more other individuals, including the Recruitment and Employment Coordinator or if unavailable, the Director of Human Resources or his/her designee and members from the campus base, as selected by the appropriate supervisor, and the Office of Human Resources.~~
3. The screening/interview committee must
 - a. review all of the following documents on the Screening/Interview Committee Instructions web page:
 - i. Ethics and Confidentiality;
 - ii. Checklist for Reviewing Resumes or Application Forms;
 - iii. Interview Do's and Don'ts;
 - iv. Acceptable and Unacceptable Phrasing of Interview Questions;
 - v. When Interviewing Persons with Disabilities; and
 - vi. Final Interview Reminders.
 - b. create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening/Interview Committee web page.
 - c. have the interview questions reviewed and approved by the Recruitment and Employment Coordinator prior to holding any interviews.
 - d. develop a candidate evaluation method to evaluate all candidates chosen for an interview.
 - e. select one of the reference check forms located on the Screening/Interview Committee Instructions web page to check candidate references.
 - f. ~~separate the application material received from the Office of Human Resources into two piles—one pile to be interviewed and one pile not to be interviewed.~~
 - g. complete the Applicant Denial Form on each applicant who will not be interviewed.
 - h. attach the completed Applicant Denial Form(s) to the front of each application(s) and return to the Recruitment and Employment Coordinator who will process the information and send the candidate(s) a rejection letter.
 - i. schedule interviews.

- j. take notes at each candidate's interview (do not take the notes on copies of the application form or other application material); identify the notes with the position title, date of interview, name of the interviewee, and the name of the interviewer.
- k. during the interviews, the Recruitment and Employment Coordinator or if unavailable, the Director of Human Resources or his/her designee, will provide benefit information to interviewees.
- l. record and evaluate each interviewee's strengths and weaknesses using the candidate evaluation and reference checks forms noted above.

If a qualified candidate is not found, additional advertising for the position can be pursued once candidate rejection letters have been sent out by the Office of Human Resources for existing candidates.

~~The members of a screening committee shall be responsible for the duties as outlined in the Search Committee Chair & Committee Procedure Instructions-Regular Positions located on the Human Resources web page.~~

Recommendations and Notifications

~~Use the following table to determine the appropriate steps for making employee recommendations and notification.~~

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Supervisor
 - a. must contact the Recruitment and Employment Coordinator to run a criminal background report and motor vehicle report (if applicable) for the chosen candidate;
 - b. must submit ~~Screening Committee Chairs shall make a written employment recommendations to the appropriate administrator by following the steps outlined in the Personnel Action Form to obtain chain-of-command hiring approval. Procedure Instructions and completing the corresponding form located on the Human Resources web page.~~

In the event a candidate is not approved by the President or ~~someone else in the chain-of-command Board~~, the appropriate supervisor shall re-examine those applications on file for the position. If qualified candidates are not available, these guidelines ~~must~~ shall be reinstated beginning with the Advertisement of Position process;

- c. ~~Upon approval of the employment recommendation by the President or his/her designee, the supervisor must submit shall complete a Blue Team Form for the selected candidate once approval has been granted.~~

Based on information contained on the Blue Team Form, the President or his/her designee ~~will~~ may make recommendation of hire to the Board of Trustees at their next regularly scheduled board meeting;

- d. At this time, the supervisor may make an offer of employment to the candidate unless the candidate is new to the College or he/she is being recommended for a Dean or Vice Presidential level position. In this case, the supervisor may make a tentative offer of employment to the candidate contingent upon board approval.

The supervisor must communicate the Board's action to the selected employee. Upon board approval, communication regarding the position is to be made with the selected candidate by the supervisor. In the event the employment recommendation is disapproved, the supervisor shall make notification of such to the affected candidate; and

- e. must return all application and interview materials to the Office of Human Resources if the candidate accepts so non-selected candidates can be notified.

Hired Candidate

Use the following table to determine appropriate steps to take once a candidate has been hired.

The approved candidate's supervisor or his/her designee is responsible for:

1. The approved candidate's supervisor is responsible for the creation of the appropriate contract or other payment form, prior to the candidate starting his or her duties; if extenuating circumstances exist, the Office of Human Resources must shall be notified. Please Note: The only offices allowed to create contracts are those of the President, and Vice President of Instruction and Student Services and the Office of Human Resources.
2. The candidate's supervisor should explain the payroll process to the candidate or refer the candidate to the Office of Human Resources.
3. The supervisor shall make an appointment with the Office of Human Resources for ensuring the newly hired candidate employee to
 - a. completes his/her employment paperwork on or before his/her first day of employment and goes through a new employee orientation. This is done by Schedule an appointment with the Benefits Specialist in the Office of Human Resources. At outlying sites, such as Fort Riley, the supervisor shall make an appointment with the designated site personnel for the new employee to complete his/her employment paperwork on or before his/her first day of employment.
 - b. Completes the a electronic Personal Data Sheet. By clicking on Submit, the form will be sent automatically to the Office of Human Resources for processing.

(Based on policy 1470; revised and approved by President on)