NEW RIVER COMMUNITY & TECHNICAL COLLEGE
PROCEDURE NO. 4

EFFECTIVE DATE: April 1, 2007

TITLE: Employment Search and Selection Procedure

1. PURPOSE

The procedure provides guidance during the search and selection process for new employees and is meant to supplement New River’s D.1000 “Hiring Policy.”

2. SCOPE AND APPLICABILITY

The Personnel Action and Advertisement Request (see appendix) must be completed to begin the process to fill a vacant position. The Personnel Action Request requires signature approval from the funding source(s), the direct and indirect supervisor(s), the President or designee and the Affirmative Action Officer. For a classified position, a Position Information Questionnaire (PIQ) (see appendix) must be attached to the Personnel Action Request. A job description, using the official Non-Classified Form, must be attached for all non-classified positions. The PIQ and the Non-Classified form are available on the Human Resource page of the website. A detailed description needs to be included to describe the position for the advertisement(s) for faculty vacancies. The Advertisement Request will identify the funding source to pay for the advertisement(s) and the media(s) and location(s) the advertisements are to be placed. Placement of advertisement(s) is the responsibility of Human Resources.

3. PROCEDURE FOR ALL POSITIONS

D.1000 “Hiring Policy” states that the hiring manager is to propose a search committee, including the chair of the committee, to the President for approval. The committee will consist of three to seven members.

Once the search committee is approved, the chair will hold an initial meeting for the committee with the Affirmative Action Officer to provide guidance in proper interviewing techniques and discuss necessity for confidentiality. The committee members will be reminded that notes taken during the process will become part of the search and selection process to be retained by Human Resources for three years. Notes should be legible.
4. CLASSIFIED POSITIONS

A. The PIQ is created and/or reviewed by the immediate supervisor, required signatures are obtained and the form is sent to Human Resources for review.

B. The PIQ is reviewed by Human Resources with the appropriate pay grade being assigned by the Human Resource Director and returned to the supervisor within five (5) business days of receipt of a fully completed PIQ. The PIQ will be returned immediately if not completed in full.

C. After the PIQ is returned to the supervisor, the supervisor completes and submits the Personnel Action Request Form and the Advertisement Request Form to Human Resources by Wednesday at 3 p.m. or immediately following the approval of the position for timely placement of the advertisements in Sunday editions of newspapers.

D. The hiring manager recommends individuals to serve on the search committee and receives approval of the committee from the President. The supervisor forwards the approval to Human Resources.

E. The Human Resource Office will advertise the position for ten (10) business days.

F. Within three (3) business days after the deadline for receipt of applications, Human Resources will screen applications for minimum qualifications and send those applicants which meet the minimum qualifications of the position to the chair of the search committee.

G. Within one (1) week, the search committee will review applications, select the top candidates for on-campus interviews and schedule interviews within two (2) weeks for local and regional searches and three (3) weeks for national searches.

H. The search committee will make recommendations to the hiring manager (supervisor) within two (2) business days of the last interview.

I. The hiring manager will consult with Human Resources regarding the necessary background checks and/or reference checks. Reference checks will be completed within one (1) week following recommendations to the supervisor by the search committee.

J. The hiring manager (supervisor) will submit her/his recommendation to the President within one (1) week of receiving the recommendation of the search committee or within one (1) business day of the completed reference checks.

K. The President will review recommendations and forward approval/denial to Human Resources, the hiring manager, and the chair of the search committee.

L. If approved, the chair of the search committee will complete all the necessary
paperwork and return it to Human Resources so an offer of employment can be made by the supervisor. If not approved, the chair of the search committee contacts Human Resources regarding the steps needed to close the search.

5. NON-CLASSIFIED AND FACULTY POSITIONS

A. A non-classified job description (see appendix) is created by the supervisor, approved by the President and sent to Human Resources.

B. After the job description is approved, the hiring manager completes and submits the Personnel Action and the Advertisement Request to Human Resources by Wednesday at 3 p.m. or immediately following the approval of the position for a timely placement of advertisements in Sunday editions of newspapers.

C. The hiring manager (supervisor) recommends individuals to serve on the search committee and receives approval of the committee from the President with the supervisor forwarding the approval to Human Resources.

D. Human Resources will advertise the position for ten (10) business days.

E. Human Resources will send applications to the chair of the search committee within two (2) days following the deadline. The Human Resource Office does not screen applications for minimum qualifications for non-classified or faculty positions.

F. Within one (1) week, the search committee will review applications; select the top candidates for on-campus interviews and schedule the interviews within two (2) weeks for local and regional searches and three (3) weeks for national searches.

G. The search committee will make recommendations to the hiring manager (supervisor) within two (2) business days of the last interview.

H. The hiring manager will consult with Human Resources regarding the necessary background checks and/or reference checks. Reference checks will be completed within one (1) week following recommendations to the supervisor by the search committee.

I. The Hiring Manager (supervisor) will make her/his recommendation to the President within one (1) week of receiving the recommendation of the search committee or within one (1) business day of the completed reference checks.

J. The President will review recommendations and forward approval/denial to Human Resources.

K. If approved, the Chair of the search committee should complete all the necessary paperwork and return it to Human Resources for approval so an offer can be made by the supervisor. If not approved, the chair of the search committee contacts
Human Resources regarding the steps needed to close the search.

The following steps are necessary to hire an employee. If you should have any questions during the process, please contact Human Resources.

- Applications released to the Chair via mail or email.
- Search Committee reviews applications and determines candidates to interview based on the minimum qualifications of the position.
- Chair completes Applicant’s Credential Face Sheet attached to each application for those no longer being considered and forwards it immediately back to Human Resources.
- Top candidates are invited for an interview. Candidates invited to campus for interviews will be notified that their vitae/resume will be made available to the college community. The applications (minus transcripts) for candidates being interviewed should be copied and provided to employees who will interview candidates.
- The committee meets to determine, in priority order, candidates to be recommended to the hiring manager.
- The remainder of the Applicant’s Credential Face Sheets is completed.
- The Chair completes the Candidate Selection Approval form and obtains the necessary signatures.
- All search and selection materials, including interview notes, are returned to Human Resources by the chair of the search committee immediately following the approval by the President. An email to Human Resources stating that the materials and notes have been mailed is necessary.
- Reference checks/background checks are completed by Human Resources.
- Human Resources will consult with the hiring manager prior to an offer being made.
- An offer of employment is made by hiring manager after receiving approval from the President.
- An Employment Approval is completed by the hiring manager with all necessary signatures.
- The WV-11 is completed by Human Resources and sent to the Budget Office in Charleston for approval.
- Upon the Budget Office’s approval, a start date is confirmed by Human Resources and notification is given to the supervisor.
- A contract is prepared by Human Resources for the President’s signature and mailed to the new employee.
- New Hire forms (I-9, Data Form, tax withholding) are completed within three (3) days of the first day of employment.
- An orientation/benefits session is conducted by Human Resources within the first week of employment.
- The supervisor completes the initial orientation with the employee (DOP EPA1 & PIQ for classified positions).
- Three-month and six-month appraisal forms (DOP EPA2) for all classified employees will be sent to the supervisor by Human Resources and completed within one (1) week and then returned to Human Resources for the employee’s personnel file.
Appendix

Advertisement Request
Application Credential Face Sheet
Candidate Selection Approval
Classified Staff Position Information Questionnaire
Employment Approval
Non-Classified Position Description
Personnel Action Request

RELATED POLICIES AND/OR PROCEDURES: D.1000 “Hiring Policy”

RESPONSIBLE OFFICE: Human Resources