

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 4

TITLE: Employment Search and Selection Procedure

EFFECTIVE DATE: April 1, 2007

REVISED DATE: January 22, 2013

PROCEDURE

1. PURPOSE

To provide procedures for the recruitment and selection process for new employees.

2. SCOPE AND APPLICABILITY

This procedure applies to all full-time regular faculty, classified and non-classified staff positions, below that of the College President.

3. DEFINITIONS

- A. Position Information Questionnaire (PIQ)-formal job description for classified positions.

4. PROCEDURES

Advertisement

- a. The Personnel Action and Advertisement Request forms (see appendix) must be completed to begin the process to fill a vacant position.
 - i. The Personnel Action Request requires signature approval from the direct and indirect supervisor(s), the Chief Financial Officer, and the President or designee prior to receipt in the Office of Human Resources/Affirmative Action.
 - ii. The Personnel Action Request must have one of the following; 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. Faculty positions require a detailed description for the advertisement(s).

- iii. The Advertisement Request will identify the media(s) and location(s) the advertisements are to be placed. Placement of advertisement(s) is the responsibility of the Human Resources Office.
- iv. The Human Resource Office will advertise the position for ten (10) business days.
- v. After the deadline for receipt of applications, the Director of Human Resources or designee will screen applications for minimum qualifications and send those candidates which meet the minimum qualifications of the position to the chair of the search committee.

Proposed Search Committee

- b. The Hiring Manager (supervisor) will submit a recommended search committee to the Office of Human Resources in proper form for forwarding to the appropriate administrator(s).
 - i. The committee will consist of three (3) to five (5) members with a minimum of three (3) voting members. The members will consist of a diverse representation. A Human Resources Office representative or designee will serve as Chair for the committee. The Chair may serve as a voting member of the committee.
 - ii. Once the search committee is approved, the Chair will hold an initial meeting for the committee with the Director of Human Resources or designee 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 Office. Notes should be legible.
 - iii. Records will be maintained based on record retention guidelines.

Search Committee

- c. The search committee will be responsible for making recommendation of the top candidate(s) to the hiring manager (supervisor).
 - i. The search committee will review applications, select the top candidates for on-campus or phone interviews, as applicable.
 - ii. The search committee will make recommendations to the hiring manager (supervisor) after the conclusion of the last interview by

forwarding a letter of recommendation with justification and resumes for the top candidate(s) to the Office of Human Resources and the hiring manager.

Hiring Manager

- d. The hiring manager will be responsible for making recommendation of the top candidate(s) to the Office of Human Resources.
 - i. The hiring manager will interview the top candidate(s) recommended by the search committee. Based on the interview, the hiring manager will determine the top candidate(s).
 - ii. The hiring manager will submit his/her recommendation to the Office of Human Resources and the Vice President, Chief Administrator, Dean or Director of the hiring manager.
 - iii. The hiring manager will consult with Human Resources regarding reference checks. Reference checks will be completed by the Office of Human Resources and/or hiring manager as applicable.

Vice President, Chief Administrator, Dean or Director

- e. The Vice President, Chief Administrator, Dean or Director will be responsible for making recommendation of the top candidate(s) to the Office of Human Resources.
 - i. The Vice President, Chief Administrator, Dean or Director of the hiring manager will interview the top candidates recommended by the search committee and supervisor. This interview may be in conjunction with the hiring manager.
 - ii. The Vice President, Chief Administrator, Dean or Director will submit his/her recommendation to the Office of Human Resources. The Office of Human Resources will forward the recommendations and appropriate paperwork to the President or designee.

President

- f. The President or designee has final institutional-level authority and responsibility for hiring.
 - i. The President or designee will review recommendations from the

Hiring Manager and search committee, and may interview the top candidate(s). Based on the recommendation(s) and interview(s), the President, or designee, will make a final decision on the hiring of a candidate.

- ii. The President will forward approval/denial to the Office of Human Resources and the hiring manager.

Offer of Employment

- g. Once the candidate is approved by the President or designee, the Office of Human Resources will complete the Employment Approval form (see appendix) and present to the hiring manager for signature. The hiring manager will sign and forward the Employment Approval form to his/her supervisor, Chief Financial Officer, and President for signature approval. The form is returned to the Office of Human Resources so an offer of employment can be made to the selected applicant. All employment offers are made contingent upon successful background screening and approval from the WV Department of Revenue.
- h. The Office of Human Resources will contact the successful candidate regarding completion of background forms. A letter of appointment will be issued to the successful candidate.
- i. The Office of Human Resources will complete the Personnel Action (WV11) form for approval by the WV Department of Revenue. After approval, The Office of Human Resources will send letters to the unsuccessful candidates.
- j. If the candidate is not approved, the Office of Human Resources will contact the hiring manager regarding the steps needed to close the search.

RELATED POLICIES AND/OR PROCEDURES: Operating Rule 14 Hiring, Operating Rule 13 Equal Employment Opportunity and Affirmative Action

RESPONSIBLE OFFICE: President, Human Resources, Hiring Manager

Approved by: President's Advisory Council