

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 4

TITLE: Employment Search and Selection Procedure

EFFECTIVE DATE: April 1, 2007

REVISED DATE: December 16, 2019

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.
- B. Hiring Manager – The hiring manager will be designated as a Director/Department manager level or higher authority.

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 Vice President for Finance and Administration, 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 a minimum of ten (10) business days.
- v. After the deadline for receipt of applications, the Human Resources Director or designee will screen applications for minimum qualifications and send those candidates which meet the minimum qualifications of the position to the hiring manager along with the structured interview packet for that position. Any additional interview questions must be submitted to the Human Resources Director for approval, prior to any interviews taking place.

Proposed Search Committee

- b. The Hiring Manager will serve as the Chair of the Search Committee.
 - i. The hiring manager will select at least two other individuals to serve as voting members of the search committee. The members of the search committee should have a working knowledge and/or understanding of the duties and responsibilities of the position in order to participate in the interview process. The number of interviewers will vary depending on the position and the departments that interact with that position.
 - ii. Once the search committee has been selected and approved, the Chair will hold an initial meeting for the committee with the Human Resources Director 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.

Hiring Manager

- iv. The hiring manager will submit the committee's recommendation(s) to the Divisional Vice President overseeing their Department.

- v. 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.

Divisional Vice President

- c. The Divisional Vice President will be responsible for making recommendation of the top candidate(s) to the Office of Human Resources.
 - i. The Divisional Vice President of the hiring manager may interview the top candidates recommended by the search committee. This interview may be in conjunction with the hiring manager.
 - ii. The Divisional Vice President 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

- d. The President or designee has final institutional-level authority and responsibility for hiring.
 - i. The President or designee will review the final recommendations and may interview the top candidate(s).
 - ii. The President, or designee, will make a final decision on the hiring of a candidate and will forward approval/denial to the Office of Human Resources and the hiring manager.

Offer of Employment

- e. Once the candidate is approved by the President or designee, the Office of Human Resources will process the Employment Approval Form (WV-11) and present to the hiring manager for signature. The hiring manager will sign and forward the Employment Approval Form to his/her supervisor, Vice President for Finance and Administration, and President for signature approval. After all approvals have been completed the form is returned to the Office of Human Resources.
- f. The Director of Human Resources or designee will extend an offer of employment, contingent upon successful background screening, to the

selected candidate.

- g. A background screening will be initiated. Once approved, the candidate will be processed through WVOasis for approval by the State Budget Office.
- h. A letter of appointment will be issued to the successful candidate and references will be checked.
- i. After the position is filled; The Office of Human Resources will notify all other candidates that the position has been filled and the search will be closed.
- j. If the candidate is not approved or withdraws, the Office of Human Resources will contact the hiring manager regarding the option to reconsider the other qualified candidates or to close the search and repost.

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

RESPONSIBLE OFFICE: Human Resources

***Approved by:** The President through Administrative channels

*Administrative channels include: Managers, Directors, Deans, and/or Vice Presidents sign off of approval prior to the President's final decision.