

New River Policy



NEW RIVER
Community and Technical College
Central Administration

POLICY NAME	Recruitment and Selection		POLICY NO.	NR 3.1	
RESPONSIBLE OFFICE	Human Resources	EFFECTIVE DATE	April 1, 2007	DATE APPROVED	August 3, 2021
DATE OF LAST REVISION	July 22, 2021	DATE OF NEXT REVIEW	July 2024		

SCOPE

This policy applies to all full-time regular faculty, classified and non-classified staff positions.

Compliance – Legislative Rule

Title 133 Series 40 –Equal Employment Opportunity and Affirmative Action, West Virginia Code §18B-1-6 and §18B-1B-5, Title 135 Series 55 – Human Resources Administration

POLICY STATEMENT

It shall be the policy of New River Community and Technical College to provide equal employment opportunities to all qualified employees and applicants and to prohibit discrimination or harassment against any such individuals on the basis of protected characteristics.

PURPOSE

The purpose of this policy is to provide procedures for the recruitment and selection process for new employees.

GENERAL PROVISIONS

The President or the President's Designee has the final institutional-level authority and responsibility for hiring.

TERMS AND DEFINITIONS

TERM	DEFINITION
Hiring Manager	The hiring manager will be designated as a Director/Department manager level or higher authority.

SECTION 1: Requesting to fill a position

A. An Employment Request Form (ERF) will be completed to request placement of employment for an existing position, a new position, Extra Help (Part-time), Work Study or Adjunct position. All positions will be advertised through the college website, WV Job Service, Higher Ed Jobs and Indeed. Any additional advertisement must be requested by completing the Additional Advertisement Request Form.

B. The Employment Request Form (ERF) should be completed electronically and submitted through DocuSign for the approval signatures. All required signatures must be completed in order for the request to be processed.

Signing Order:

- Supervisor

2. Cabinet Level Supervisor if applicable
3. Director of Grants if grant funded position
4. Controller (if funding is not correct the form will be denied and the originator of the form will make corrections and resubmit)
5. CFO/VP Finance-Administration
6. President
7. HR Director

C. Once the approved ERF is received in Human Resources a requisition and job posting will be created. Positions must be posted for a minimum of 10 days.

SECTION 2: Proposed Search Committee

- A. The Director of Human Resources will work with the hiring manager to review applicants, develop the interview questionnaire and set the interview schedule.
- B. The hiring manager will select at least three individuals to serve as voting members of the interview committee. The members of the interview 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. (Extra Help, Adjunct and Work Study positions do not require this step. Interviews for those positions can be completed by just the hiring manager.)
- C. Once the interview committee has been selected, the hiring manager 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.
- D. The hiring manager may be part of both the first and second round of interviews or may choose to just be part of the second round of interviews with the top recommended candidates. The Divisional Vice President may also be included in the second round of interviews.
- E. The hiring manager will present the recommendation for hire to the Divisional Vice President.
- F. The Divisional Vice President (DVP) will review the recommendation and application materials. The DVP may conduct an additional interview with the candidate or accept the recommendation of the hiring manager.
- G. The Divisional Vice President will forward the recommendation to the Office of Human Resources. The Office of Human Resources will submit the recommendation and appropriate paperwork to the President or President's Designee.
- H. The President or President's Designee will review the final recommendation and may choose to interview the candidate.
- I. The President or President's Designee will make the final decision on hiring the candidate and respond to the Office of Human Resources and the hiring manager with approval/denial .
- J. Records will be maintained based on record retention guidelines.

SECTION 3: Offer of Employment

- A. Once the candidate is approved by the President or President's designee, the Office of Human Resources will process the New-hire Approval Form and attach the approval authorization from the President.
- B. The Office of Human Resources will contact the candidate to extend a verbal offer of employment. When the verbal offer is accepted the Office of Human Resources will prepare the offer letter, initiate the background screening and onboarding process.
- C. After the position is filled the Office of Human Resources will disposition the candidates in NEOGOV to receive an email that informs them that another candidate has been chosen and the search is closed.
- D. 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 the position.

EXCEPTIONS/EXCLUSIONS

Excludes the position of The President.

REVIEW

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by:
Bonny B. Copenhagen
 President 41F... Date

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

BOG 3.1 Equal Employment Opportunity and Affirmative Action

ASSOCIATED FORMS

Employment Approval Form
 Request for Additional Advertisement

HISTORY	
REVISION DATE	DESCRIPTION OF CHANGE
7/27/2021	Replaces Operating Rule 14 – Hiring and Procedure 4 Employment Search and Selection. Policies were combined and formatted to new policy template. Human Resources revised procedure and forms required.

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.

