

3357:13-16-032 Hiring Procedure Guidelines

- (A) The following guidelines are to be followed for requests to replace positions vacated by resignations, retirements, terminations, and new budgeted positions. This applies to all Staff positions with the exception of those identified in the NCSFA collective bargaining agreement.
- (B) The Supervisor/Designee will request the following paperwork from Human Resources: Position Requisition Form, Position Review Form, and the job description of the position.
- (C) After the forms are completed and signed by the appropriate Supervisor/Designee and appropriate Vice Presidents, they are to be returned to Human Resources. After all required signatures are in place, the forms will be submitted to the President for final approval.
- (D) Upon approval from the President, the Human Resource Office will prepare a draft position posting. The Supervisor/Designee will review the draft before final posting is made. The posting will be advertised internally, and/or externally. All positions will be posted for a minimum of ten (10) business days for applicants to respond before resume review and interview selection begins. The Supervisor/Designee will select a Search Committee.
- (E) The Search Committee will consist of a minimum of three people, including but not limited to the Supervisor/Designee, Human Resources representative, and at least one (1) additional full-time or permanent part-time, non-managerial employee (in collaboration with the Staff Caucus Facilitator). In addition a member(s) of the community may be requested to serve on search committees.
- (F) Human Resources and at least one (1) Search Committee member will review applications for qualification eligibility. Prior to interviewing, internal candidates will be notified by Human Resources as to whether or not they meet the minimum qualifications. *Note: Internal candidates include full-time and permanent part-time employees.*
- (G) The Search Committee will review qualified applications, and candidates will be selected for interviews. Human Resources in conjunction with the Supervisor/Designee will contact internal candidates who are not selected for interview in person or by phone to discuss why they were not selected for interview. Information regarding all applicants for the position must be kept confidential.
- (H) The Supervisor/Designee will be responsible for coordination of schedules and will submit date(s) and time(s) available for interviews to Human Resources. The available times will be submitted to Human Resources no later than five (5) business days before the first interview is to begin. Human Resources will reserve a room for the interview schedule.
- (I) The Human Resource Office will contact the selected candidates for interviews. For professional positions (i.e. Directors, Non-academic Vice Presidents), the Supervisor/Designee or Search Committee member(s) may contact qualified candidates for interviews. Human Resources will distribute Employment Applications and Background Check Release forms to the selected candidates.

- (J) Human Resources will provide the Search Committee with a copy of the interview candidate's resume, a job description, and a list of acceptable/unacceptable interview questions.
- (K) After the interview process is complete, the Search Committee will meet and evaluate each candidate carefully before making a recommendation for the successful candidate. The recommendation will be submitted to Human Resources. Human Resources will complete the Position Requisition process, and an appropriate salary will be determined by the Vice President for Business & Administrative Services, Director of Human Resources, and the Supervisor/Designee of the position subject to the President's approval. Human Resources will secure the remaining signatures and final approval from the President.
- (L) After appropriate background checks are completed and the requisition form approval section is finalized, Human Resources will make arrangements to offer the job to the selected candidate. Professional positions (i.e. Directors, Non-academic Vice Presidents) may be offered by the appropriate Vice President or President.
 - (1) Human Resources will contact all unsuccessful external interview candidates in writing or by phone to notify them that the search has been completed. Human Resources in conjunction with the Supervisor/Designee will contact all unsuccessful internal interview candidates in person or by phone to discuss why they were not selected for hire.
 - (2) All unsuccessful interview candidates must be notified before the announcement of the successful candidate is made.
- (M) Upon acceptance from the successful candidate, Human Resources will make arrangements for the New Employee Orientation conducted by the Human Resource Office. Human Resources will generate a welcome letter and/or letter of intent to the successful candidate. Human Resources will prepare the key request, notify the Information Technology Department for phone and e-mail set-up, and process the new hire documents. Supervisors should give key request information to Human Resources before the start date of the new employee.
- (N) The Supervisor/Designee will introduce the new employee to other relevant faculty and staff members.
- (O) All positions are subject to approval by the Board of Trustees and results of the Background Check.

Effective: June 1, 2016

Expires: June 1, 2021

Review dates: 1/1/01, 6/1/11, 6/1/16