


PROCEDURE

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| Subject | Appointment of Personnel Page 1 of 7 | Number: 2.06.01 |
| Source | Human Resources | Reference (Rule#) 6HX14-2.06 |
| President's Approval/Date: |  05/15/2023 | |

I. PURPOSE

- A. To work with Managers to fill vacant positions with the best suited applicant for the position.
- B. To provide Human Resources expertise and counsel to Managers in the recruitment process.
- C. To provide a flexible recruitment process that will meet each Manager's individual recruitment style, while working within Federal and State laws and College policy.

II. POSTING PROCESS

- A. In the event of a job vacancy, hiring managers must:
 1. Review the job description and provide suggested edits, when necessary, to align the job description with the position responsibilities.
 2. Complete the job posting requisition form and submit to Human Resources so that the necessary information is available to build the job posting in the Applicant Tracking System (ATS).
 3. Review the drafted job posting and submit to the next level manager for approval to post on our employment site. Training on the employment software is provided by a member of the human resources department.
- B. Human Resources:
 1. Creates the job posting and routes to the hiring manager for review and approval. Human Resources will post the position after approval by the Hiring Manager, Department Director, Academic Administrator (when appropriate) and respective Vice President.
 2. Positions are posted electronically on the employment website, advertised on position-specific or industry websites and social media sites based on input from the hiring manager.
- C. Temporary Employee Hiring: See SCF Procedure 2.47.02 Temporary Personnel Services.

III. APPLICATION PROCESS

- A. Applicants must submit the required online application and supplemental documents (i.e. cover letter, resume, and transcripts, if applicable). Once the application is complete, the applicant will receive a confirmation number and an email verifying their application has been successfully submitted to the position.
- B. Human Resources reviews all resumes and applications from internal and external applicants and screens out those applicants who do not meet the minimum qualifications of the position.

IV. SELECTION PROCEDURE

- A. **SCF Faculty, SCFCS Instructors, and Administrative/Professional Support level positions:** A Search Committee is formed for these positions. Composition of Search Committee, as determined by direct supervisor with approval of area Vice President (or his/her designee), will be diverse in representation.
 - 1. Administrative/Professional Support level Search
 - a. Administrator or his/her designee will serve as Committee Chair and Human Resources Liaison (after being trained from Human Resources)
 - b. At least three (3) members (representation from various functions of the College is highly recommended).
 - 2. Teaching Faculty Search
 - a. Department Chair or another Academic Administrator will serve as Committee Chair and Diversity Rep (after being trained from Human Resources)
 - b. A minimum of three (3) full-time faculty members with at least one (1) full-time faculty member from outside the respective department. If Committee chair is not the diversity rep, one of the committee members will be appointed by Human Resources to serve in this capacity.
 - c. Department members not serving on the Search Committee may have the opportunity to observe finalist applicant presentations and provide written input to the committee chair. Copies of curriculum vitae of finalists will be available for review in the committee chair's office.
 - 3. Teaching Faculty Search – SCF Collegiate School
 - a. SCFCS Administrator will serve as Committee Chair and Human Resources Liaison (after being trained by Human Resources)
At least three (3) other members, two (2) of which are from SCFCS instructors and one (1) from SCF is highly recommended to comprise the committee.
 - 3. Department Chair/Program Director Search
 - a. The respective Academic Administrator will serve as Committee Chair and Human Resources Liaison (after being trained by Human Resources)
 - b. The committee shall be comprised of four (4) department full-time faculty members (preferably from various campuses) and a department chair or program

chair from another department. In filling a vacancy for Department Chair, the position is posted internally for a minimum of five (5) days, then advertised externally if desired. When requested, Human Resources will copy transcripts from the applicant's personnel file and attach it to the application materials.

- c. Department or Division members not serving on the Search Committee may have the opportunity to provide written input to the Committee Chair.

NOTE: It is the applicant's responsibility to provide updated official transcripts for their personnel file.

B. Search Committee Procedures

1. Committee chairs will receive an electronic search committee packet from Human Resources highlighting recruitment and equity laws, the search committee process and required documents to complete during the recruitment process.
2. Human Resources will review all applications to determine minimum qualifications. If these qualifications are met, Human Resources will move the application into a queue viewable to the search committee. Human Resources will notify the search committee of applicants that require a mandatory first level interview (i.e. current employees who have been employed for at least 6 months in a budgeted position (which excludes adjuncts) and who meet the minimum requirements).
3. The Search Committee will screen the applications to identify those for future consideration. Additional screening may be accomplished through telephone interviews prior to selection for on-campus or videoconference interviews. Note: To maintain equity, both local and out of area applicants must receive the same type of interview process at each level (telephone or on-campus/videoconference). The Search Committee Chair/Human Resources Liaison shall review the applicant pool for diversity and adhering to EO/ADA guidelines.

Reminder: If utilizing the recording function for a videoconference, the Search Committee Chair/Human Resources Liaison is responsible for having applicants sign the release form giving permission to record.

4. After the appropriate screening, the Search Committee recommends to the area Vice President, or other responsible administrator/Dean, at least two applicants for the next level interview. The search committee chair will complete the "Recommendation to Interview" form identifying the selected finalists in alphabetical order. The Executive Vice President and Provost/Vice President, or other responsible administrator/Dean, in collaboration with the Search Committee Chair, recommends the top applicant to Human Resources. The Process will be managed by the Coordinator, Talent Acquisition of Human Resources. Economy air travel for a maximum of three finalists for Directors and above and faculty positions will be reimbursed to the finalists. All other travel to include hotel and car rental will be arranged through Human Resources. Exceptions require area Vice President approval.

5. Reference checks from previous supervisors are to be conducted on applicants designated as the finalist, prior to offer of employment. . The Committee Chair and/or other search committee members (not office assistants or direct reports to the open position) are responsible for completing the reference checks. Two (2) references are required. The most recent supervisory references that relate to the position are preferred. An applicant's current employer may not be contacted without permission. A contingent offer of employment can be made when it is not possible to obtain the current supervisory reference until an offer is accepted. When an on-campus interview is conducted, the interview schedule will be prepared for the applicants by the Search Committee Chair, substantially as follows:
 - a. The Search Committee
 - b. Other Administrators, as appropriate
 - c. Area Vice President, as desired
 - d. President (Faculty, Directors and above) as desired
6. Once an applicant is selected , the applicant's application is reviewed to establish a salary offer. Human Resources will determine the salary amount based on experience, market value and internal equity. Salary recommendations over mid-point must be approved by the Director of Human Resources or designee. For teaching faculty positions the salary and certification is completed by an academic administrator and approved by Executive Vice President and Provost. Human Resources will receive approval from the President to extend the offer.
7. Hiring Manager informs the applicant of selection and advises that Human Resources will be in contact with the salary offer. Human Resources will extend the verbal offer. A tentative start date is determined by consultation with Human Resources, the direct supervisor and the applicant.

NOTE: No position may be offered until it is posted for a minimum of five (5) working days unless filled under the terms of E.I. below.

8. Once a verbal offer is extended and accepted by the applicant, Human Resources initiates a Payroll Authorization and forwards it through the approval process. The other applicants will either receive a verbal notification or email notification that the position was filled, depending on the interview level the applicant reached during the recruiting process. Finalist(s) will be verbally notified as will internal candidates (as a courtesy) by the committee chair or hiring manager.
9. An offer letter is sent to the applicant by Human Resources.
10. The Search Committee Chair/Human Resources Liaison will designate the status of each applicant in the on-line recruiting system. Once the committee decides to remove an applicant from the applicant pool, the Search Committee Chair/Human Resources Liaison will change the "status" in the applicant tracking system and the applicant will automatically be notified, via email. For applicants that were verbally notified, the applicant status is noted appropriately in the applicant tracking system.

11. Upon completion of the search, the Search Committee Chair is responsible for providing Human Resources with verifying statements and references from the finalists, interview questions (both telephone/videoconference and on-campus/), and logs of search committee meetings. The Talent Acquisition Coordinator will obtain a completed Initial Rank and Salary form (for Faculty positions) from the Associate Provost for Academic and Faculty Affairs.

C. Career Positions:

1. Application procedures are as stated in Section III, Application Process.
2. Human Resources will review all applications to determine minimum qualifications. If these qualifications are met, HR will move the application into a queue viewable to the hiring manager.
3. The Hiring Manager identifies the top applicants and schedules interviews. The Hiring Manager may choose to interview alone or include a hiring team. Note: To maintain equity, both local and out of area applicants must receive the same type of interview process at each level (telephone, on-campus or videoconference).
4. Covered Veteran Applicants who meet the minimum qualifications and submit the required DD214 documentation will have a first level screening interview with the hiring manager. Hiring Managers are required to complete the Veteran's Preference Interview form as documentation of the interview.
5. Other Mandatory Interviews: Human Resources will notify the hiring manager of applicants that require a mandatory first level interview (i.e. current employees who have been employed for at least 6 months in a budgeted position (which excludes adjuncts) and who meet the minimum requirements). The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
6. Reference checks will be conducted by the Hiring Manager. Two (2) references are required. Recent supervisory references that relate to the position are preferred, including the most recent supervisor (with applicant's permission). A contingent offer of employment can be made when it is not possible to obtain the current supervisory reference until an offer is accepted.
7. Hiring Manager informs the applicant of selection and advises that Human Resources will be in contact with the salary offer.
8. Once applicant is selected for an offer, the applicant's application is reviewed to establish a salary offer. Human Resources will determine the salary amount based on experience, market value and internal equity. Salary recommendations over mid-point must be approved by the Director of Human Resources or designee.

9. A tentative start date is determined by consultation with Human Resources, the Hiring Manager and the applicant.
10. Once a verbal offer is extended and accepted by the applicant, Human Resources will initiate a Payroll Authorization and forward it through the approval process.
11. An offer letter is sent to the applicant by Human Resources.
12. Human Resources gathers all the recruitment materials (i.e. interview questions and completed references). The hiring manager is responsible for changing the "statuses" in the recruiting system to reflect who was interviewed and those who were not selected for the position. Applicants will either receive a verbal notification or email notification that the position was filled, depending on the interview level the applicant reached during the recruiting process.

D. Internal Applicants:

1. An internal applicant is defined as an employee in a budgeted position.
2. Generally, internal applicants must have completed six months in the current position before they are eligible for a transfer. However, the area Vice-President or Director of Human Resources may waive this rule if it is deemed to be in the best interest of the College.
3. Internal applicants are included in the process as stated in Section A. or C.
4. All searches begin as soon as a position opening is posted. No position may be offered until it is posted for a minimum of five (5) working days, except as noted in section E.
5. Internal applicants (as defined above) who meet the minimum qualifications will have a first level screening interview with the Search Committee and/or Hiring Manager dependent on the level.
6. Covered Veteran Applicants who meet the minimum qualifications and submit the required DD214 documentation for Career level positions will have a first level screening interview with the hiring manager. Hiring Managers are required to complete the Veteran's Preference -Interview form as documentation of the interview.
7. Once an internal applicant is selected as a finalist, he/she must notify the current supervisor.
8. The Hiring Manager is responsible to check references for the internal applicants with their current SCF supervisor. Hiring Managers are encouraged to contact Human Resources to review references from employment prior to SCF.
9. If an internal applicant is selected for the position, the current supervisor and new supervisor negotiate transfer date to provide a smooth transition. Preferably a minimum of two (2) weeks and maximum of four (4) weeks' notice should be

provided to the current supervisor.

10. Once a position has been offered and accepted, if an internal applicant is not selected, he/she will be notified by the Hiring Manager.

E. Special Circumstances:

1. The Director of Human Resources is authorized to waive the five (5) day posting requirement as well as the minimum experience and training requirements for administrative/professional support or career positions under the following conditions:
 - a. The request for waiver of posting requirement must be submitted in writing, documenting special and/or emergency situations necessitating the waiver.
 - b. Waiver of the minimum experience and/or training requirements may be made only after a concerted effort to solicit qualified applicants.
 - c. The department director will submit to the Director of Human Resources, or designee, a report which includes documentation of all interviews conducted, including reasons why applicants meeting minimum qualifications do not satisfy department needs.
 - d. The applicant for the position has been involved in a formal or informal professional development program to prepare for a future promotion. Under these situations the proposed applicant must be approved by the area Vice President, President and Director of Human Resources with documentation supporting this hire.
2. There may be times when it may not be possible, and others when it is not practical, to follow the guidelines of this procedure. (Examples of such situations may include, but are not limited to, grants with certain specified personnel or very brief recruitment times for completing contract requirements; special reassignments within the College by the College President; potential contribution of applicant's skills/abilities/knowledge/ experiences to achieve the mission of the College or the equity/accountability goals or strategic diversity initiatives.) The College President reserves the right in these, and other unusual circumstances, to depart from the selection process described in this procedure.