



SUBJECT: **Hiring Process**

REFERENCE: Title 131 BOD Series 62 Section 2, Series 31 Section 5, Series 36, Southern West Virginia Community and Technical College SCI 2321 (2/93) Title 128 Legislative Rule BOD Series 45, Southern West Virginia Community and Technical College's Affirmative Action Plan 7-1-97 Sections 1.2 and 1.3.

1. PURPOSE

To establish procedures and guidelines related to hiring faculty and staff for Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy applies to all classified and non-classified staff and faculty of Southern West Virginia Community and Technical College.

3. DEFINITIONS

4. POLICY

All full-time and part-time regular vacancies will be solicited through advertising. Interviewing and hiring will be conducted in accordance with the Equal Employment Opportunity Policy, Affirmative Action Plan and Americans With Disabilities Act.

5. BACKGROUND OR EXCLUSIONS

Excluded from this process are:

- A. Adjunct faculty.
- B. Temporary employees hired through in-house temporary service Southern Temps.
- C. Contractors.
- D. Casual employees.
- E. Student employees.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES



A. Posting of Vacancies

The posting of vacancies will follow the procedures developed by the Human Resources Department:

1. When a position vacancy occurs the hiring supervisor must complete a *Request to Advertise* form from Human Resources Unit and obtain all required signatures. For classified positions a current PIQ must be submitted with the request form.
2. All position vacancies will be reviewed and evaluated by the Human Resources Unit and approved by the President prior to recruitment.
3. All recruitment literature and job announcements will carry statements of Equal Opportunity Policy and will be distributed to recognized sources of minority groups and women applicants.

B. Screening Committee

1. For every position vacancy, a screening committee will be used to select candidates for interview. A screening committee will consist of a minimum of seven persons and be appointed when possible at the time the vacancy is advertised. Examples of the make-up of screening committee appointments can be found in the Affirmative Action Plan 1.3.2 (A) 7. The Screening Process can be found in the Affirmative Action Plan 1.3.2 (B).
2. The hiring supervisor will participate on the screening committee to provide technical, job specific or other information to the committee. The supervisor shall be included in the voting to nominate finalists for interview.

C. Screening Process

See AA Plan/EEO Policy for specific make up and responsibilities of screening committees.

A representative from the Human Resources Unit will convene the first screening committee meeting to deliver the committee's charge and to provide explanation of the process.

D. Interviewing and Hiring

See AA Plan/EEO Policy for specific rules regarding interviewing and hiring.

1. Hiring practices of Southern are in compliance with Series 31 procedural Rule of the State College system of West Virginia Board of Directors, Section 5.1. which states "Pursuant to WV Code 18B-7-1 (d), non-exempt classified employees who apply for and meet the minimum qualifications as determined by the institutional human resources director or other designee of the president for a posted non-exempt position within an institution and are currently employed at the institution shall be hired to the posted position prior to hiring someone from outside the institution." If this situation does not exist, the following steps will be taken.
2. The hiring supervisor will interview a minimum of three of the candidates recommended by the screening committee. H/she has the option to ask the members of the screening committee to



participate in the interviews.

3. The supervisor will recommend the top two candidates to the Vice President for his/her respective area. If the applicants referred by the screening committee prove unsuitable, the supervisor may request the committee to reconvene to review the applicant pool for additional recommendation of qualified candidates.
4. If additional applicants are unavailable or also prove unsuitable, the supervisor may recommend to the Vice President that a new search be initiated. If approved, a new *Request to Advertise* must be completed and submitted to the Human Resources Unit with a letter of justification for reopening the search.
5. A recommendation of the two top candidates interviewed along with screening committee reports, reference and interview forms, application packet and *Request for Personnel Action* form will be sent to the respective area Vice President.
6. The Vice President has the option to either interview the two final candidates or to review the above paperwork (4.) and recommend the candidate of choice to the President. If no candidate is proven suitable, a new search may be initiated by the Vice President.
7. Upon the President's approval of the candidate of choice, offers of employment will be made by the Human Resources Unit. If the recommended candidates prove unsuitable, the President may initiate a new search.

E. Pre-Employment Testing

1. Standardized and job related tests will be administered only by the Human Resources Unit to provide an indication of an applicant's potential. Test scores serve as only one component of the total applicant interview process. No pre-employment test may be given by any other unit of the college unless authorized by the Human Resources Unit.
2. Pre-employment testing will be administered to all clerical/secretarial applicants selected for interview and other applicants requested for testing by the hiring supervisor.
3. Any minimum test score requirements will be specified in the job description. There shall be no passing or failing grades assigned on any pre-employment test unless the scores are specified in the job description.

F. Reference Evaluation

References can be checked before or after the interviews take place. Reference evaluations are to be documented in writing and submitted with the application and other required paperwork to the area Vice President. Oral, written or telephone reference checks concerning an applicant shall be made with former employers, schools or others prior to recommending a candidate to the President for approval to hire. Reference evaluations are generally conducted by the hiring supervisor or the supervisor may request the Human Resources Unit to conduct reference checks. If the Human Resources Unit is requested to perform reference evaluations, copies of the applications for candidates selected for interview must be



submitted to the Human Resource Unit by a written request.

G. Orientation

The Human Resources Unit representative will provide institutional orientation to newly hired full-time faculty and classified and non-classified staff. The immediate supervisor is responsible for departmental orientation.

8. CANCELLATION

WV Administrative Regulations Southern West Virginia Community and Technical College: Procedures for Hiring Full-Time Employees 1/15/85 and Hiring Full-Time Faculty eff. 7/1/84.

9. SIGNATURE

Board of Governors Chair **Date**

President **Date**

Attachments: *Request for Personnel Action* form SCP 2254.A
Request to Advertise form SCP 2254.B

Distribution: All Employees

Revision Date: September 1, 2000

Rescind Date: April 24, 2007