



## **OPERATING PROCEDURES**

**SUBJECT: VACANCY PROCEDURES- CAREER SERVICE**

### **Career Service Search Process**

- Once the position is approved to be filled, the appropriate Dean/Vice President, and the Director of Human Resources, appoints a search committee and committee chair if appropriate.
- The college will advertise internally for one week to determine if any full-time qualified applicants can be selected. If no selection is made, the position will be advertised externally for 10 days. Selected positions may be advertised internally and externally simultaneously, upon administrative approval.
- The chair calls an initial meeting of the committee members, along with the Human Resources Director/Equity Coordinator. This is a meeting during which the chair issues a charge to the committee, provides guidance, and answers questions. The Human Resources Director/Equity Coordinator can then conduct a short training session and answer any questions the committee members may have about the process. When arranging the initial meeting, the chair should ask for members to bring their calendars to avoid scheduling delays.
- Human Resources shall review all applications and forward only those applications that meet minimum advertised qualifications to the designated hiring supervisor.
- The hiring supervisor will:
  - a. Develop a screening tool to review applications and determine which applicants are to be interviewed.
  - b. Develop questions for interviewing and send to Human Resources.
- The applications will be reviewed and the committee will select candidates who best qualify with preferable job skills and/or experience for interviews.
  - The hiring supervisor will submit a timetable/schedule with dates and times to Human Resources to help schedule the interviews.
  - The committee conducts interviews.
  - References are checked by the committee and/or Human Resources prior to job offer.
  - With the approval of Human Resources, recommendations for hiring shall be forwarded to the appropriate Dean/Vice President and the President for approval.

Once approved, the hiring supervisor/chair calls the finalist and makes an offer. Once the finalist accepts, the hiring supervisor and/or chair personally calls the interviewees to inform them that they were not selected. This adds a personal touch to the selection process. Human Resources notifies all other applicants in writing that the position has been filled. All recommendations for employment are approved by the Board of Trustees.