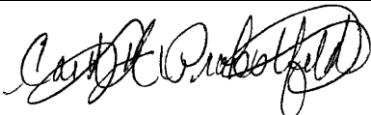


PROCEDURE

Subject	Appointment of Personnel Page 1 of 7	Number: 2.06.01
Source	Human Resources	Reference (Rule#) 6HX14-2.06
President's Approval/Date: 02/25/2014		

I. PURPOSE

- A. To work with Managers to fill vacant positions with the best suited candidate 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. HIRING PROCEDURE

- A. Hiring manager must:
 1. For new positions, hiring manager must complete a job description questionnaire to aid in the creation of the job description and submit to HR. The position will go through the scoring process to determine the appropriate salary level.
 2. Complete an online job posting to be submitted to the next level manager to approve to post on our employment site. Training on the employment software is provided by a member of human resources department.
- B. Human Resources:
 1. Obtains approval to staff the position from the President.
 2. Receives the online job posting after it has been approved by the Department Director, respective Vice President and Executive Director of Human Resources.
 3. Positions are posted electronically on the employment website, advertised on position specific websites, and local newspapers 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. Faculty, Professional and Administrative Positions** - A Search Committee is appointed for faculty, professional and administrative positions and charged by the Office of Human Resources. Composition of Search Committee, as determined by direct supervisor with approval of area Vice President, will be diverse in terms of gender and race.
1. Executives, Administrators and Professional Support Staff Search
 - a. Administrator or his/her designee will serve as Committee Chair
 - b. Diversity Representative (appointed by the Human Resources Office)
 - c. At least three or four other members (representatives from various functions of the College is highly recommended)
 2. Teaching Faculty Search
 - a. Department Chair or Provost will serve as Committee Chair
 - b. Diversity Representative (appointed by Human Resources Office)
 - c. A minimum of four (4) full-time faculty members with at least one (1) full-time faculty member from outside the respective department.
 - d. 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. Administrator from Collegiate School will serve as Committee Chair
 - b. Diversity Representative (appointed by Human Resources Office)
 - c. At least four (4) other members, two (2) of which must be SCFCS instructors and two (2) from SCF is highly recommended.
 4. Department Chair/Program Chair Search
 - a. The respective Academic Administrator will serve as Committee Chair
 - b. Four (4) department full-time faculty members (elected by the department) with at least one (1) member from each campus
 - c. Department Chair from another department
 - d. Diversity Representative (appointed by Human Resources Office).
 - e. 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.
 - f. 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. The Search Committee will be charged by the Manager, Employment/Equity, the Director of HR Operations or the Executive Director of Human Resources. The Charge will provide instructions on the procedure for the search, including:
 - a. A summary of recruitment procedures used to create a diversified applicant pool.
 - b. A review of the College's current employee profile and emphasis on hiring qualified employees to meet College's diversity goals.
 - c. EO/ADA guidelines.
 - d. Legally defensible interviewing practices.
 - e. Information regarding telephone, videoconference and on-campus interview policies.
 - f. Mandatory first level interview requirements (i.e. current employees who have been employed for at least 6 months in a "regular" budgeted position and who meet the minimum requirements).
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.
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 Diversity Representative shall review the applicant pool for diversity and adhering to EO/ADA guidelines.

Reminder: If utilizing the recording function for a videoconference, the Diversity Representative 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, at least two applicants for the next level interview by creating hiring proposals for each finalist in the employment site. The search committee chair will complete the "Recommendation to Interview" form identifying the selected finalists in alphabetical order and then attach to each hiring proposal. The Vice President, or other responsible administrator, in collaboration with the Search Committee Chair, recommends the top applicant to Human Resources by approving one of the hiring proposals. Human Resources will interview the finalist and send the President an email asking for approval to hire the selected finalist. Dependent on need, use of video conferencing through LifeSize or other programs will be encouraged. The Process will be managed by the Manager, Employment/Equity of Human Resources. If deemed appropriate, travel for the top two (2) to five (5) finalists for Directors and above positions, and travel for top two (2) or three (3) faculty positions, will be

arranged through Human Resources. Exceptions require Presidential approval.

5. Reference checks from previous supervisors are to be conducted on candidates designated as finalists, prior to on-campus/videoconference interviews. 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. At least three (3) of the most recent supervisory employment references should be obtained. A candidate's current employer may not be contacted without permission. However, if expensive travel is required and permission to contact current employer is not granted, authorization for travel payment must be granted by area Vice President or other responsible administrator, prior to making travel arrangements. No offer of employment may be made without reference from the current employer. 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. Executive Director of Human Resources or Director of HR Operations (administrators and faculty positions)
 - d. Area Vice President, as desired
 - e. President (Faculty, Directors and above)
6. Once a candidate is selected for an offer, the candidate'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 HR Operations or Executive Director of Human Resources. For teaching faculty positions the salary and certification is completed by an academic administrator, or Vice President, Academic Affairs.
7. Human Resources will extend the verbal offer. A tentative start date is determined by consultation with Human Resources, the direct supervisor and the candidate.

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

8. Once, a verbal offer is extended and accepted by the candidate, Human Resources initiates a Payroll Authorization Form ("P.A. form") and forwards it through the approval process. Candidates, interviewed but not selected, will be notified by the Search Committee Chair by telephone, followed by an e-mail of non-selection.
9. An offer letter is mailed to the candidate by Human Resources.
10. Working with the Search Committee Chair, the Diversity Representative 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 Diversity Representative will change the "status" in the recruiting system and the applicant will automatically be notified, via email. For applicants that received an on-campus or videoconference interview, the Search Committee Chair will contact the applicant to inform him/her that the position has been filled before the

Diversity Representative changes the status in the system.

11. Upon completion of the search, the Committee Chair is responsible for providing Human Resources with signed applications, verifying statements and references from all that interviewed on-campus or videoconference, interview questions (both telephone and on-campus/videoconference), logs of search committee meetings, final applicant score sheet, Recommendation to Interview" EEO Summary and a completed Initial Rank and Salary form (for Faculty positions). If a videoconference interview was conducted, the record release document also needs to be submitted to HR.

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 calls for an interview. Each applicant MUST complete an SCF employment application prior to any interview. The Hiring Manager may choose to interview alone or with other staff chosen by the Hiring Manager. 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).
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. Reference checks will be conducted by the Hiring Manager and should contact three (3) previous supervisors including the most recent supervisor (with candidate's permission) for input.
6. Once the finalist(s) are determined by the Hiring Manager, Human Resources provides a screening interview to establish salary expectations, examines applicants work history and identify potential problems and/or continued interest of applicant.
7. After the HR interview(s) are conducted, HR and the hiring manager will narrow the selection process to select a candidate for an offer or to continue the recruitment process.
8. The Manager, Employment/Equity, Director of HR Operations or Executive Director of Human Resources establishes the salary offer to be discussed with the Hiring Manager and, if agreed, with the candidate. If the offer is above the "market rate," approval is sought from the Director of HR Operations or Executive Director of Human Resources.
9. Human Resources will extend the verbal offer. A tentative start date is determined by consultation with Human Resources, the Hiring Manager and the candidate.

10. Once a verbal offer is extended and accepted by the candidate, Human Resources will initiate a Payroll Authorization Form ("P.A. form") and forward it through the approval process.
11. An offer letter is mailed to the candidate by Human Resources.
12. Human Resources gathers all the recruitment materials (i.e. interview questions). 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. Once a "status" has been changed in the system, the applicant will automatically receive an email indicating that they were not selected for the position. Those applicants that were interviewed on-campus but not selected should be contacted by the Hiring Manager to inform the applicant that the position has been filled.

D. Internal Applicants:

1. An internal applicant is defined as an employee in a "regular" budgeted position.
2. Generally, internal candidates must have completed six months in the current position before they are eligible for a transfer. However, the area Vice-President or Executive 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.
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 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 for a first level interview, he/she MUST notify the current supervisor of their intention to interview for the position. Human Resources will verify supervisor's notification, prior to the first interview.
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. 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 candidate is not

selected, he/she will be notified by telephone by the Hiring Manager.

NOTE: Offers are always contingent upon two things:

1. Completion of satisfactory background and reference checks
2. Final approval from the President

E. Special Circumstances:

1. The Executive 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 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 Executive 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 candidate 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 candidate must be approved by the Vice President, President and Executive 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 candidate'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.