

GENERAL HIRING PROCESS PROCEDURES

The responsibility of coordinating hiring processes at Northeast Community College is delegated to the Human Resources Office (HR). The specific functions to be coordinated in the hiring process of new employees shall include the development of a position description, determining all position announcements and advertising, managing application processing, coordinating applicant screening and interviewing, coordinating reference checking, determining beginning salaries, and processing new employees.

Procedures for the hiring of new employees are as follows:

A. Position Description:

All college positions shall have a formal position description before a position may be opened for employment.

1. For current positions, submission of an updated position description to the Human Resources Office is the responsibility of the supervisor. The supervisor shall review the changes with the appropriate administrator prior to submitting the position description to the HR office.
2. For new positions, the supervisor will work with the HR Office in developing the position description. Required work experience, education, skills and salary levels will be consistent with current College practices.
3. The HR Office will generate the official copy of the position description, attach it to the Position Description Approval Form, and route it for the necessary approvals. The President shall have the final approval on all position descriptions.
4. Upon approval, the HR Office will complete and disseminate the position announcement. The determination of where to advertise shall be the responsibility of the HR Office upon recommendations of the supervisor and/or appropriate administrator.

B. Position opening announcements:

Full-time employment positions may be opened either internally or externally. The determination to allow an internal only announcement is made by the President upon the recommendation of the supervisor, appropriate administrator and the HR Director. Such determination may be allowed when there are college employees who have expressed an interest in the position and who meet the qualifications. The process provides a career growth pattern for current employees and recognizes the quality of our employees.

1. Internal openings are generally opened for a period of 3 to 5 working days. Position announcements are published in the staff newsletter and posted in the mailroom and HR Office. All current full and part-time employees may apply for positions announced internally.
2. External openings are generally opened for a period of 2 to 4 weeks depending upon the extent of the advertising. Nationally advertised positions will require the position to remain open longer than a locally or regionally advertised position. External openings shall be published in the staff newsletter, posted in the mailroom and HR Office, announced to the Workforce Development Office in Norfolk, distributed to appropriate placement bureaus and placement offices, including selected minority group agencies, advertised in newspapers and other sources including job related websites. All current full and part-time employees may apply for positions announced externally.

Openings for part-time positions shall be determined on a case-by-case basis. Advertising, if necessary and interviews shall be determined by the HR Director.

All position opening and closing dates for the acceptance of applications shall be determined by the HR Office.

C. Advertising:

All personnel advertising for Northeast shall be processed through the HR Office. The HR Office will consider reasonable requests by supervisors for composition and/or placement of advertisements. Final determination of composition and placement of advertisements shall be the responsibility of the HR Office.

D. Applications:

All individuals interested in applying for a position at Northeast shall be directed to the HR Office. The HR Office will provide a position description and application form to all interested applicants. All completed applications must be sent or delivered to the HR Office. A completed application form is required in order for applicants to be considered for employment. Applications are logged by the HR Office.

Applications are available for review by the supervisor and screening/interview committee as set forth in paragraph E below. No original applications may leave the HR Office unless accompanied by HR staff. Applications may be photocopied as required for committee review. Those copies must be returned to the HR Office for proper disposal.

E. Interview Process:

For positions other than vice presidents, the supervisor, appropriate administrator and the HR Director will select a committee to screen and interview applicants for a position. The committee will review all applications and determine the candidates to be interviewed. Only candidates who meet the minimum qualifications specified in the position description may be considered. Generally there shall be a minimum of three applicants to be interviewed. The supervisor or HR Director may conduct preliminary reference checks to assist in determining the applicants to be interviewed.

The HR Office will schedule all interviews.

The HR Director or his/her designee shall facilitate the interview. Each committee member shall complete an Applicant Appraisal Form at the completion of each interview. Results of the evaluation forms will be reviewed after all applicants have been interviewed. Ratings and notes from these evaluation forms shall be used as only one tool to assist the committee in reaching a recommendation.

After the interview committee has decided on a candidate for the position, the HR Office shall conduct reference checks. The results of the reference checking will be provided to the committee. Upon satisfactory references, the HR Director will notify the President of the recommendation. Upon approval by the President, the HR Office shall offer the position to the applicant and finalize all employment issues.

The HR Office is responsible for notifying the unsuccessful applicants.

All applications received for the position and evaluation forms used in interviews become a part of the permanent records and shall be kept on file in the HR Office for a minimum of three years.

F. Salary Determination:

The beginning salaries for new employees must be maintained within the established ranges. Salaries are based upon education, experience, skills, position classification, job market and internal equity. The salary to be paid new employees is determined by the HR Director, contingent upon approval by the President.

G. Employment Process Completion:

The HR Office is responsible for notifying successful candidates of the date to report to work and completing all employment forms. A candidate is not considered employed by Northeast until reporting to work and completing all employment forms. Failure to report to work shall constitute an immediate revocation of the employment offer.

The immediate supervisor shall be responsible for orienting new personnel on college philosophy, policies and procedures of the College. Specific training shall be the responsibility of the immediate supervisor.

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