

HIRING PROCEDURES

The College conducts its hiring process in accordance with the following procedures. These procedures encompass the appropriate actions involved in the hiring process from the time the vacancy is announced until it is filled.

Steps for hiring new or replacement personnel are as follows:

- Positions for hire are recommended by the appropriate Vice Presidents. Upon collaboration regarding college need and budget, the President approves or disapproves the filling of the position.
- Upon approval to fill a position, the appropriate supervisor will submit a **Position Vacancy Announcement & Interview Committee Request** form to Human Resources.
- The Human Resources Department will create a **Position Vacancy Announcement (PVA)** and obtain signature approval from the President.
- The Director of Human Resources will coordinate the approval of interview committee participants with the appropriate Vice Presidents, and President as needed, and notify the Interview Committee Chairperson of the approved committee members via email.
 - For all exempt positions, an interview committee comprised of at least three people is required. Faculty and staff may serve on the interview committee. The make-up of the interview committee should reflect diversity in gender and ethnicity when possible. All work of the interview committee is to be kept confidential by its members.
 - Interview committees for non-exempt positions require at least two people and are created at the discretion of the Interview Committee Chairperson and approved by the appropriate Vice President.
 - If at any point a member of the interview committee realizes a possible conflict of interest with an applicant that is selected for an interview, they should immediately disclose related information to the Interview Committee Chairperson. The Interview Committee Chairperson will discuss the circumstances with the Director of Human Resources who will also advise the President. A decision will be rendered before interviews start. If the decision is made that a committee member must withdraw from participation, Human Resources will advise on replacement of the committee member.
- The Human Resources Department will post the vacancy either internally only or internally and externally according to the specifications of the PVA.
- RCC posts vacancy announcements and fills all positions through applications submitted online through the RCC website. Positions are open until filled unless otherwise posted.

- The Interview Committee Chairperson submits interview questions using the **Interview Questions** form to the Director of Human Resources for review prior to any interviews. Vice Presidents that conduct second interviews must also use standard questions for each applicant. Though these do not have to be approved by Human Resources, the questions and responses must be submitted to Human Resources prior to a recommendation for hire. This documentation will be kept in the position file along with the interview committee's documentation.
- Using NEOGOV, the Interview Committee Chairperson screens all applications to find those that meet the minimum criteria for the position. Each applicant is "Passed" or "Failed" in NEOGOV. In order to "Pass," the applicant must meet the Required Qualifications and have the required documentation attached, if applicable to the position posting. Applicants who are "Failed" in NEOGOV should be documented in the Notes section of why they were failed.
- When the Interview Committee Chairperson has completed the NEOGOV process, they notify Human Resources through NEOGOV by clicking on "My SME Review Complete." At that time, Human Resources will forward all "Passed" applications to the interview committee for review through NEOGOV. The interview committee utilizes NEOGOV as a tool to view applications, but takes no action in NEOGOV. The committee does not Pass or Fail applicants.
- The Interview Committee Chairperson schedules an interview committee meeting to review passed applications and determines which applicants are the most qualified and will be invited for an interview. The Interview Committee Chairperson will then contact the selected applicants to set-up interviews.
- During the interview process, members of the interview committee evaluate the strengths and weaknesses of the candidate using the established set of interview questions. Based on interviews, the interview committee determines whether or not to recommend candidates for a second interview with the appropriate Vice President.
- The Interview Committee Chairperson submits to Human Resources a recommendation of generally up to (3) unranked candidates whom the committee believes can best fill the position using the **Interview Summary** form. All committee documentation (Interview Summary, applicant summary, and each applicant's Interview Questions) must be turned in to the Human Resources Department at the conclusion of the first interviews. When Human Resources receives all documentation, the appropriate Vice President will be notified of their recommendation through NEOGOV.
- The appropriate Vice President will interview the recommended candidates. A dean, director, or someone that would be supervising the candidate, either directly or indirectly, must also sit in on Vice President interviews. Once a candidate is selected, the appropriate Vice President will request that Human Resources conduct reference checks. Once reference checks are complete, the appropriate Vice President will then meet with the President to discuss salary.
- Once salary has been established, the appropriate Vice President will contact the Director of Human Resources. The Director will then generate the **Request for Contract/Employee Status Change Form** complete with proposed salary information. At this point, Human Resources will obtain signatures from the appropriate Vice President, Vice President for Administrative Services, and then it is forwarded to the President for approval. The Vice President's recommendation for hiring includes a starting salary for the candidate that is within the range established by the College salary plan or is commensurate with education and experience. The President may interview the recommended candidate prior to an offer of employment being made. Neither employment nor conditions of employment are to be offered to any candidate without approval of the President. After approval is granted, the appropriate Vice President may call the candidate and make the offer of employment. When the **Request for Contract/Employee Status Change Form** signed by all appropriate parties is received in the Human Resources office, an employment contract is prepared for the candidate.

- The Human Resources Department will then remove the vacancy notice and notify the non-interviewed applicants by email that the position has been filled. Interviewed candidates not recommended for a second interview will be notified by phone by the Interview Committee Chairperson. Candidates that received a second interview but not selected for the position, as well as all internal candidates will be notified by phone by appropriate Vice President.
- If none of the interviewed candidates are chosen for the position, the position may be re-advertised or left open in accordance with these procedures.

Note: An employee who is on probation due to performance or disciplinary reasons is not eligible to apply for another internal position seeking a transfer or promotion opportunity.

Exceptions

Exceptions to any of the preceding procedures can occur upon the discretion of and approval by the President. Such exceptions will occur when the President deems it reasonable and prudent to do so and will be documented appropriately for future reference.