

## AP 7120 Recruitment and Hiring

### References:

NWCCU Standard 2.F.1, 2.F.3

Clatsop Community College is committed to providing equal access in its recruitment and selection process for all applicants and fully respects and values the diversity of cultures and abilities of its surrounding communities. The College shall actively recruit from both within and outside of the college workforce to attract qualified applicants for all openings. This shall include outreach designed to ensure that all individuals, including those from protected groups, are provided the opportunity to seek employment with the college.

This administrative procedure is intended to identify the process of recruiting and hiring for all positions at Clatsop Community College. While this procedure is intended to be comprehensive, there may be areas that need clarification. Questions should be directed to the Office of Human Resources.

The following principles shall guide all activities related to the screening and hiring of new employees:

1. The College actively seeks applicants who demonstrate the required technical expertise, preparedness, competence, respect, knowledge, and sensitivity that will enable them to effectively work in a multicultural educational environment. The administrators, faculty and staff share the responsibility for assuring equal opportunity practices throughout the screening and selection process.
2. Hiring decisions shall comply with federal and state laws, and the College's commitment to equal opportunity, fairness, inclusion, respect of all candidates and objectivity throughout the selection process.
3. Between the announcement of a vacant position and the hiring of the candidate, there is sufficient time to allow for a thorough, complete and thoughtful search.
4. All participants in the selection process receive training by the Office of Human Resources.
5. Selection committee membership shall be diverse, in order to broaden perspectives and to better represent the College commitment to equal opportunity.
6. The selection committees shall maintain confidentiality throughout, and following completion of, the selection and hiring process.

### Vacant Positions

New positions, including positions which have been performed by temporary employees, will be proposed through the annual budget process.

Development of new, or changes proposed for existing job descriptions will be made in coordination with the Director of Human Resources, who will convene the Compensation/Classification Committee when necessary to review the position. Once approved by the Compensation/Classification Committee, hiring supervisor will work with their responsible administrator to make a recommendation to the President's Cabinet to fill the position.

Vacancies due to retirement, resignation or other termination of an employee will be reviewed by supervisor and Human Resources. The responsible administrator will make a recommendation to the President's Cabinet regarding need to fill the position.

### **Development of Job Announcement**

To ensure equal employment opportunity and the integrity of the screening and hiring process, the job announcement will be developed through the Office of Human Resources in consultation with the hiring supervisor.

All positions shall indicate a "Closing Date" or a "First Review Date", if open until filled, which would allow committees to review applications while recruitment may continue.

Part-time temporary positions will be advertised by the Office of Human Resources at the request of the hiring supervisor. The Office of Human Resources will maintain an applicant pool for part-time temporary assignments. Supervisors can access and review the applications in the relevant pool prior to making a hiring decision.

### **Recruitment**

The goal is to develop a comprehensive recruitment plan for each position which will ensure a diverse pool of well-qualified applicants.

The standard recruitment plan:

- a. The job announcement will be posted on the college's website and emailed to all employees within the college; and posted in appropriate online or print media that ensure diversity is a priority, as well as target professional expert sources to support a rigorous recruitment effort.
- b. The hiring supervisor may request expanded job announcement distribution through professional organizations, targeting mailing lists, or listing provided by the hiring supervisor.
- c. Positions will be posted on the college's employment page for a minimum of five business days before the position's closing date or first review date.

### **Application Process**

All applicants, internal or external must apply through the College's online application system, including any required documents as stated in the position announcement.

If required for the position, internal and external applicants must submit a resume and/or transcript(s) along with the application form in order to demonstrate that minimum qualifications are met.

At the close of the recruitment process, the Office of Human Resources will review the applications received, ensuring that they are complete and verifying minimum qualifications prior to submitting the applications to the selection committee.

### **Selection Committee**

Upon the authorization to proceed with recruitment for an open position, the Office of Human Resources will work with the hiring supervisor in the creation of a selection committee. Committees will have diverse membership composed of five or six individuals which may include administrators, service and supervisory, faculty, classified, and confidential classified. As appropriate, hiring committees may include a student, and/or community member. Final committee members will be approved by the Director of Human Resources.

Committee members are required to participate in training for each hiring process they participate in. Members who do not participate in the training will not be able to participate in the hiring process. The Office of Human Resources is responsible for the orientation/training of the screening committee and the collection and distribution of application materials. Orientation/training will take place during the initial meeting.

Committee members must attend all scheduled committee meetings, or members will be unable to score candidate(s).

Confidentiality must be maintained throughout the recruitment and hiring process. Each member of the selection committee must sign a Confidentiality Agreement. Any breach of confidentiality will result in the removal of the committee member. No discussions regarding the selection process shall take place outside of the selection committee meetings. Any unauthorized disclosure of confidential information by a selection committee member may result in suspension from serving on selection committees in the future.

Membership of the selection committee will not change during the process, except in the event of an emergency, or as necessary as determined by the Director of Human Resources in consultation with the hiring supervisor.

Selection committees are responsible for developing interview questions. Questions must comply with the Uniform Guidelines for Employee Selection and will be approved by the Office of Human Resources. Committees may develop questions which include skills or knowledge testing.

At the conclusion of the hiring process, all notes, forms, applications and so forth, will be turned in to the Office of Human Resources.

### **Interviews**

An individual, personal interview by the entire selection committee will be conducted for applicants who submit a complete application packet by the filing deadline, pass the preliminary document review, and who are mutually agreed upon by the selection committee. Though not a requirement, it is recommended that hiring supervisors interview applicants for part-time temporary positions.

The interview may be conducted in person, by telephone, video or other electronic methods if necessary. However, the same method shall be used of all candidates interviewed. The Office of Human Resources will be responsible for contacting applicants to arrange for interviews.

The same set of pre-determined interview questions (and skills/teaching demonstrations, if applicable) shall be used to screen each candidate. The committee may ask appropriate follow-up questions to clarify a candidate's response to a question.

A second interview may be conducted by the hiring supervisor for top ranked candidates. In some cases, another review level may be conducted by the Directors, Deans, Vice President or President. This interview will be arranged by the Office of Human Resources at the request of the appropriate administrator.

Final candidates should be those who have clearly demonstrated knowledge, skills and abilities that best meet the needs of the position, the department and the College.

Following the last interview, the committee shall review each candidate and determine a final candidate.

### **Employment Offer**

Following the selection of the final candidate, the hiring supervisor shall submit formal notification of the selection to the Office of Human Resources. The Office of Human Resources will then make a conditional offer of employment, pending the outcome of the background and reference check. The hiring supervisor will be notified when someone has accepted the position.

Job offers for part-time temporary positions may be made by a hiring supervisor once an application has been completed by the applicant in the online application system. Hire/Pay Authorization forms are the official method by which to offer employment to a part-time temporary employee and must be signed by the direct supervisor, and in some cases, by the Director, Dean or VP of the area.



**Exceptions**

Exceptions to the above procedures may be required for emergencies or other unanticipated situations. Exceptions need to be considered through the Human Resources Director prior to offering employment.

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