

**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 617
Title: Recruitment and Selection**

Cochise College is committed to attracting well-qualified job candidates to meet its employment needs. The college shall follow fair employment practices within the letter and spirit of equal employment opportunity in the recruitment, selection, and appointment of employees. The college seeks to employ a faculty and staff with diverse backgrounds and perspectives to provide broad and multicultural educational experiences. The college shall adhere to established procedures in the recruitment and selection of employees. Human Resources shall be responsible for assuring that these procedures are followed.

**Procedure 617.1
Recruitment Process**

- a. **Hiring Authority:** Generally, the President is the hiring authority and may delegate the responsibility to another executive to perform any and all actions related to the recruitment and selection process. The Governing Board is the ultimate hiring authority for the college.
- b. **Hiring Manager:** Generally, the department or division manager or director serves as the hiring manager for vacancies in their respective department/division. For faculty positions, the hiring manager is the Dean with executive oversight by the Vice President for Instruction/Provost. For non-faculty positions, the hiring manager is the department manager or director with executive oversight by the appropriate Vice President or President.
- c. **Human Resources:** Responsible for maintaining job descriptions, posting position announcements, and facilitating the recruitment process for all regular, contingent, and temporary positions.
- d. **Screening Committee:** A minimum of three and a maximum of seven individuals representative of the college's workforce who have been in a benefited, regular position for at least one year. The screening committee is selected through recommendations made by the hiring manager and/or hiring authority. A representative of Human Resources also serves on all regular position screening committees.

The screening committee is responsible for following policy, evaluating application materials against job related criteria, conducting interviews, evaluating and recommending finalists, documenting the process, and maintaining confidentiality of the search process. Each member of the screening committee must exercise judgment at each step in the process to assure that no candidate is discriminated against on the basis of race,

color, religion, national origin, citizenship, sex, sexual orientation, age, disability, veteran status or any other status protected by law.

Screening committee members are required to review and sign confidentiality statements and attend training related to the hiring process on an annual basis.

Procedure 617.2 Personnel Requisition Form

A Personnel Requisition Form (PR) is completed by the hiring manager for each new, replacement, or temporary position. The completed form and job description requires review and approval as follows:

- a. Full-time positions - appropriate Vice President and the President
- b. Associate faculty positions – PR is not required, however the appropriate Dean must approve a request for posting via electronic mail
- c. Part-time, regular positions – appropriate Vice President
- d. Part-time, contingent positions – department hiring manager with budget authority
- e. Student positions – appropriate hiring manager with budget authority

Upon completion of the review and approval process, the PR is routed to Human Resources for processing.

Procedure 617.3 Internal Candidates

The college reserves the right to promote an internal candidate on a non-competitive basis if in the best interests of the college. Board Policy 653 describes the transfer process in detail.

Procedure 617.4 Position Announcement

The Human Resources Office is responsible for preparing and posting the position announcements. Positions are posted on the college website using the online applicant tracking system. Employment opportunities are announced to the campus community and advertised as determined by Human Resources with consideration of hiring manager recommendations. Advertising sources are selected based on ability to locate qualified candidates and ensure compliance with the college's Equal Employment Opportunity policy.

Procedure 617.5 Application Process

Applications for all posted positions are submitted electronically through the college's online applicant tracking system. Application materials are reviewed for accessibility and employment eligibility by Human Resources and moved forward for screening committee review. Human Resources notifies any applicant who submits a document which is not accessible and requests the document in an alternate format.

Procedure 617.6 Selection Process

The Human Resources facilitates the selection process for all full-time, regular, benefited positions as follows:

- a. The screening committee reviews applications and other submitted materials for compatibility with specific position requirements, selecting applicants to be moved forward in the process.
- b. Human Resources is responsible for communicating with applicants. Screening committee members and hiring managers should refer potential applicants to Human Resources with any questions.
- c. The screening committee, in consultation with Human Resources, determines the details of the selection process. This process may include but is not limited to phone interviews, reference checks, skills tests or exercises, presentations, formal interviews with the screening committee, and interviews with department leadership.
- d. All skills tests, presentation topics, and interview questions are reviewed and approved by Human Resources to confirm them as valid, reliable, job-related predictors that do not have an adverse impact on applicants.
- e. The screening committee evaluates the interview materials and makes a recommendation to hiring managers (if they did not serve on the committee) and the appropriate executive through the Human Resources representative assisting with the search. The recommendation includes a complete description of the selection process and the action to take if the selected candidate declines the position.
- f. All documentation associated with the selection process is retained by Human Resources according to retention guidelines.

The selection process for part-time employees may follow the same process as full-time employee selection; however, the hiring manager may be delegated by Human Resources to serve as the committee facilitator during the selection process.



**Procedure 617.7
Employment Date for New Hires**

Generally, individuals hired into regular, benefited positions begin employment on the first day of the pay period following approval by the Governing Board or a subsequent pay period that is agreed upon by the college and new employee.

At times, a hiring manager may request that a new employee start after the executive approves an offer but before Governing Board approval in a non-benefited status. This emergency hire request is made to the President through the Human Resources representative.