



ADMINISTRATIVE AND PROFESSIONAL HIRING PROCEDURES

- For **NEW** or Reorganized Positions:
 - Hiring Supervisor for Administrative/Professional Exempt Position** - Draft job description and forward to HR
 - HR** – will ensure appropriate classification and salary
- To fill a vacancy or open a position** - The hiring supervisor completes the Position Requisition Form, obtains clearance from Budget Office and other signatures as appropriate. Forward Position Requisition Form to HR.
- Committee members – Chair** – selects committee members and send names to HR with Position Requisition.
→ Committee composition shall be as follows:
 - Chair (VP, Dean, Director, or designee), Faculty Rep. (if appropriate) AND Classified Rep. (respective Unions may make recommendations), HR Rep., other key individuals as appointed by Pres., VP, or designee.
- Position Announcement** – VP, Dean, Director, or designee attaches job announcement information to Position Requisition Form and sends electronic copy to HR recruiting office.
- Timeline expectations** – Committee should clear timeline expectation with HR **Recruitment staff**.

Recruitment:

HR will automatically assess recruitment needs and post to the following as appropriate:

- Local Paper(s)
- O.C. website
- Community postings (State Board website, Washington State Job Bank)
- The Chronicle for Higher Education publication and/or website as appropriate

- Additional recruitment avenues** - the **Committee** will identify (such as Professional Associations, regional and/or national publications, websites).
- Chair**: Notifies HR of additional recruitment mediums.
- Receiving applications** –
Job seekers will use on-line application to apply for administrative and/or professional position. Only applicants who have applied on line will be considered for position.

Applications will be available for reviewing (maximum of three days) **after** screening/closing date.

HR will include a rating sheet with the notification that the applications are ready for your review. Do not use the rating system included with the individual applications.

Initial Applicant Screening:

- Committee:** Meet to identify screening criteria **prior** to reading files.
 - Position Announcement reviewed, rating criteria and rating form designed
 - Dates scheduled for follow up meeting(s) and availability confirmed for interviews
 - Begin thinking about interview questions.
- When position closes** – HR prepares applications and rating sheets and **notifies** Committee that files are ready to read/rated.
- Committee Members:** Review files in HR area using the selected rating criteria

Interview Preparation and candidate selection:

- Selection meeting** is held after all committee members have completed reading the applications
 - Candidates selected for interview
 - Interview questions discussed.
- Candidates to be interviewed - Chair** sends e-mail to HR identifying candidates to be interviewed and selected interview dates and timeframe(s). **Chair** also contacts **internal** candidates NOT selected for interviews of their status.
- Interviews are scheduled by HR** - including location. **HR** sends informational packet with interview schedule to selected candidates. Once finalized, HR will e-mail interview schedule to committee. **Need minimum two (2) weeks timeframe, from the time HR receives list of candidates, to interview date for scheduling interviews.**
- Committee:** Finalizes interview questions based on previously identified selection criteria and submits to HR at least **three (3)** days prior to scheduled interviews.
 - Makes copies of interview questions in preparation for scheduled interviews.

**Interviews may include: Committee Interview, Dean, VP and/or President Interview.

Selection:

- Committee:** Conduct interviews. Deliberations held, recommendations determined.
- The Committee Chair or designee is responsible for checking references.**
Send completed reference check to HR.
- Chair or designee:** Requests criminal background check(s) by e-mailing HR@oc.ctc.edu
- Dean, Director, or designee:** Prepares written recommendation to the Vice President, including strengths and weaknesses of top three finalists (if available) and information from reference checks.
- Vice President:** Prepares written hiring recommendation (not email) to the president requesting approval to hire selected candidate. Committee recommendation may be included.
- President:** Interviews top candidate and confers with Vice President. VP's, Deans, and Executive Directors – all finalists will be interviewed by the president.
- President:** Approves selection, forwards approval to HR.

Final Steps:

- Criminal background check **must** be completed **before** a job offer can be extended.
- Vice President or designee:** Extends offer.
- President or designee:** Sends official notice of acceptance to HR.
- Chair:** Contacts all interviewees to notify them that a selection has been made.
- HR:** Notifies all candidates in writing of their status.

ADDENDUM:

- Travel allotment for interviews for applicable positions:
 - Up to \$500 will be allotted for travel for candidates who live outside the commuting area.
 - There can be a reimbursement of up to \$70 for car rental from Seatac.
 - One night's lodging up to \$70 (two nights will be allowed if interviewing process requires)
 - Exceptions will be made on a case-by-case basis.
- Committee needs to coordinate how the candidate's application will travel around during the final interview process

NOTE:

- Comments in interview notes should be job related only. Please do not draw on interview notes.
- Interview questions must be job related.