



## RECRUITMENT, ASSESSMENT, AND CERTIFICATION FOR FULL-TIME REGULAR CLASSIFIED STAFF

1. To fill a vacancy or open a position -- Administration will complete Position Requisition Form
  - Attach job description (New positions require that you complete the appropriate Position Description form and have it approved by HR before opening a position)
  - Managers are expected to work with the Human Resource Services Recruitment staff to discuss the total recruitment, assessment and selection process PRIOR to the actual date of the position recruitment opening. This will help ensure that all requirements, recruitment strategies, and selection processes are done in an objective manner and prior to any screening of applicants. The hiring administrator (or designee) has the flexibility in choosing the method of recruitment and assessment as long as the method chosen is in compliance with WAC 357.
  - HR will approve all assessment methods.
2. HR checks for existing promotional, transfer, layoff, and eligible registers.
3. (You) Meet with Recruitment Representative regarding requirements for application packet.
  - Review job description and position announcement
  - Identify screening criteria (Screening must be based upon the job description which includes the competencies). May include but are not limited to, reviewing applications, resumes, interviewing applicants, utilization of supplemental questionnaires, practical exams and pre-exposed written or oral exercises administered prior to selection of candidates for interview.
  - Objective rating guides will be developed for each pre-employment assessment activity and panel interview question.
  - Confirm interview date(s) with committee members and HR Rep.
  - If relevant, discuss interview questions
  - (Human Resource Services must approve all examinations.)
4. Decide closing date  
May want to schedule interview date(s)
5. Create announcement in collaboration with hiring administrator or designee
  - Open-competitive – All qualified applicants may apply
  - Promotional – Only current full-time classified employees of Olympic College may apply.
6. HR Advertises
  - Campus e-mail – job announcement
  - Post on Olympic College Web site
  - Appropriate Newspapers
  - Additional sources if appropriate – may be charged to Division budget
7. Hiring supervisor or designee selects screening committee (May consult with HR Rep). Committee consists of a minimum of four (4) individuals -- one classified member from the division/department, one classified member (of same job classification as the position being interviewed for) from

another division/department, the hiring supervisor and the HR Recruitment Representative or designee.

8. HR receive and process applications

Job seekers will use on-line application to apply for a faculty position. Only the applicants who have applied on line will be considered for a position.

All applications must be entered in the Olympic College on-line application for the specific job/position number.

9. Position closes

**When position closes** – HR prepares rating sheets and then **notifies** the Committee when files are ready to read/review.

HR will give appropriate committee members access to read applications for a particular job.

10. Committee members independently and confidentially screen applications using designated score sheet for that position. Do not use the on-line application to score candidates. Applicants that do not meet the minimum qualifications will be given a score of zero (0).

11. Committee Chair schedules a time with the committee to discuss interviewing. All applicants that meet the qualifications and competencies must be certified and included with the candidates to be considered. Current Classified employees will have first consideration. The committee must certify and interview a minimum of five (5) candidates from the current classified staff applicant pool. (Exception is when pool is not large enough or when tied scores exist.)

Committee sets interview date and finalizes interview questions. HR approves all interview questions.

12. All applicants who satisfy the competencies and other requirements of the position to be filled will be on the eligible register.

13. Committee chair sends e-mail to HR identifying candidates to be interviewed, the interview date(s) and timeframe, and any special instructions for candidates. There must be **two weeks** between the time that the candidate list is given to HR and the day that the interviews are held.

14. HR will schedule the interviews and the interview room. (Exceptions may be made under special circumstances). HR will email schedule to committee members.

15. Committee chair submits interview questions to the HR recruiting staff no later than three days PRIOR to interviews. Recruiting staff will review questions for compliance and scoring.

16. Committee interviews are held:

- Committee discusses candidates and makes a recommendation based on the ranking of the candidates and their strengths and deficiencies.
- Chair (or designee) conducts reference checks. Reference checks are submitted to Human Resources. (Guidelines for reference checks are on the shared drive under HR Forms).

17. Committee chair recommends candidate to division/department head upon completion of **positive** reference checks. **Do not** send this information by email. Send reference check to HR.

- If division/department head wants to interview finalist, the division/department head schedules interviews with the candidates.

- Committee chair or designee requests criminal background check from HR on selected candidate.
- Assuming that the criminal background clears, the division/department head prepares a written recommendation to the vice president including reasons for recommending candidate for hire and stating that the:
  - Job/professional background checks were positive and the
  - Criminal background has been cleared

18. Vice President prepares hiring memo for president's approval. **Do not send this via email.**

19. President approves hiring and forwards approval to HR. **Do not send this via email.**

20. HR notifies hiring administrator that the president has approved the hiring selection.

21. Division/department makes the offer to the individual **after** HR notifies them of the president's approval.

22. Division/department notifies HR that candidate has accepted the position, the start date for the individual, and **completes a PAF**. The PAF is forwarded to the Recruiting end of HR.

23. HR notifies all applicants of their status.