



OLYMPIC COLLEGE

FACULTY HIRING PROCEDURES

1. **For NEW, Reorganized, or Current Position Vacancy:**

To open a position - The Dean or designee completes the Position Requisition Form, obtains clearance from Budget Office and other signatures as appropriate. The Position Requisition is sent to Human Resources (HR).

2. **Committee members – Dean or Associate Dean** - select and send names to HR with Position Requisition.

→ Committee composition for faculty positions will consist of the following:

Associate Dean or Dean, who will chair the committee, a minimum of two (2) academic employees of the division or discipline, an HR Representative; and for Professional/Technical Faculty hires, the Dean of Workforce Development will serve on the committee. Satellite campuses shall utilize some faculty from the main campus discipline to serve on the committee.

Additional persons may be utilized by the Committee for resource purposes only, upon mutual agreement between the Committee and the appropriate Vice President (VP).

3. **Position Announcement** – The screening committee shall work with the appropriate VP to establish the qualifications desired for each position to be advertised. (**Faculty committee will participate in the position announcement**)

4. **Timeline expectations** – Committee should clear timeline expectation with HR **Recruitment staff**.

5. **Recruitment:**

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

Local Paper(s)

O.C. website

Community College postings (State Board website, Washington State Job Bank)

The Chronicle for Higher Education publication and/or website

Academic Careers

Higher Education Jobs

Other publications and websites as requested

Additional recruitment avenues - the **Committee** will identify (such as Professional Associations, regional and/or national publications, websites).

6. **Chair:** Notifies HR of additional recruitment mediums.

7. **Receiving 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.

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

9. **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.

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

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

12. **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 -- teaching or presentation topics determined.

13. **Candidates to be interviewed - Chair** sends e-mail to HR identifying candidates to be interviewed, selected interview dates, and any special instructions for candidates such as presentation/teaching topics. Chair also contacts **internal** candidates NOT selected for interviews of their status.

14. **Interviews are scheduled by HR** - including location. **Need minimum two weeks timeframe (from the day that HR receives names of candidates) for scheduling interviews.**

15. **HR** sends informational packet with interview schedule to selected candidates. Once finalized, HR will e-mail schedule to committee. (**Be sure** that all instructions and plans for the interview session with each candidate are included in the original information sent to HR i.e. presentations (whether you will have candidate use audio/visual equipment or not), open interviews, tours, etc.) **HR** schedules audio/visual equipment if needed.

16. **Committee:** Finalizes interview questions based on previously identified selection criteria and submits to HR at least 3 days prior to scheduled interviews.

- Makes copies of interview questions in preparation for scheduled interviews.
- Schedules escorts

Interviews consist of: Committee Interview, VP and/or President Interview. May also include open interviews, campus tour, teaching or other presentation per Committee. (Committee is responsible for furnishing escorts or tour guides, etc.**)

17. **Selection:**

- Committee and VP:** Conduct interviews. Deliberations held, recommendations determined.
- The Dean or designee:** Responsible for checking professional references. Reference checks forwarded to HR when completed.
- Chair or designee:** Requests criminal background check(s) by e-mailing HR@oc.ctc.edu
- Committee:** Screens the candidate pool, interviews candidates and forwards a pool of qualified candidates for each position to the appropriate VP for acceptance or rejection.
- Vice President:** Interviews candidates from the pool forwarded by the committee. After interviewing and giving full consideration to the committee's recommendation, the
- Vice President:** Will recommend in writing at least three (3) (when available) unranked candidates to the President noting strengths and concerns.
- President:** Interview finalists, consult with the VP and make a selection for hire.
- Vice President:** Sends written request for president's approval.
- President:** Approves selection, forwards approval to HR.

18. **Final Steps:**

- Criminal background check **must** be completed **AND** the approval from the president received by HR **before** a job offer can be extended.
- Vice President or designee:** Extends offer.
- Dean 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:
 - 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 keep HR informed regarding the status of the position.
- If there is a tour, open interview, special presentations around campus – committee makes arrangements for escorts
- Comments in interview notes should be job related only. Please do not draw on interview notes.
- Interview questions must be job related.