

PROCEDURE on Employment of Mid-Management, Technical,
Physical Plant, Clerical Staff

Number 2.4.0.3

1. The Supervisor will notify budget manager of open position, who will notify the appropriate Vice President. The Vice President will discuss with cabinet the status of the open position. (Cabinet will notify Human Resources for position posting).
2. Human Resources will then
 - a. Send position description and interview questions to supervisor for revision and/or creation.
 - i. Supervisor sends position description and interview questions to H.R.; final draft completed by H.R.
 - b. Post position on NEOGOV- Once approved by cabinet member.
 - c. Advertise positions dependent on classification of position:
 - i. Collegiate job board (ie. HigherEd)
 - ii. Diverse job board
 - iii. Newspapers
 - iv. Professional websites
 - v. Human Resources bulletin board
 - vi. Community colleges, public colleges and universities
 - d. Review applications for completion of documents required.
 - e. Refer Candidates who meet minimum qualification (education, skills, experience).
3. Hiring Manager will then
 - a. Select interview committee with H.R. counsel.
 - b. Review/select candidates for interview based on best fit to education, skills and experience.
 - c. Determine interview schedule and assures all committee members are available.
 - d. Contact candidates to schedule interview.
 - e. Provide finalized interview schedule to H.R. allowing for Diversity training of committee members.
 - f. Ensure that all rooms, technology, etc. required for the interview is procured with the help of H.R.
4. Human Resources will then
 - a. Conduct diversity training for first time committee members.
5. Hiring Manager/Interview Committee will
 - a. Select candidate.
 - i. Contact required number of references
6. Human Resources will then
 - a. Determine salary placement on salary schedule for selected candidate.
7. Hiring Manager will then
 - a. Extend offer to candidate subject to board approval.
 - b. Ensure all interview documents are returned to H.R.
 - c. Create a board item.

8. Human Resources will then
 - a. Send emails to candidates not hired.
9. Hiring Manager will then
 - a. Send H.R. Employment / Payroll Information sheet.
10. Human Resources will then
 - a. Complete employment paperwork.
 - b. Submit background check.
 - c. Ensure employment begins on the first of the month and is contingent upon Board approval and successful background check.
 - d. Set orientation/tour for the first week of full time employment.