

PROCEDURE 2.4.6: ADMINISTRATIVE STAFF EMPLOYMENT

1. The chief executive officer or designee notifies the chief business services officer of an open administrative position or need.
2. The chief business services officer:
 - a. Notifies the affirmative action officer of the position opening with a copy of the job description to be advertised prior to announcing the vacancy.
 - b. Notifies all Sandburg staff of the position opening.
 - c. Consults with the affirmative action officer to select which media to use to recruit.
 - d. Places a job order with the Employment Securities Office.
 - e. Places an advertisement for an administrative position in appropriate newspapers, selected journals, and university placement centers particularly those with high enrollment of minority students.
3. The chief executive officer or designee:
 - a. Forms a screening committee(s), reviews the applications, interviews the top applicants, and recommends at least two finalists for further consideration.
 - b. Determines which candidate to hire based on the screening committee's recommendation.
 - c. Consults with the chief business services officer to determine the candidate's salary.
 - d. Offers the position, and determines the start date, contingent upon Board approval.
 - e. Processes the staffing recommendation through proper channels to the Board of Trustees for consideration.
 - f. Completes and files an affirmative action employment form with the chief business services officer and the affirmative action officer.
4. The chief business services officer notifies those applicants not selected.

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