

60203 Selection Procedures and Criteria

The Office of Human Resources shall process all applications for professional employment. It shall monitor the selection procedures which have been approved for the College and which are consistent with the Affirmative Action Compliance Program, and applicable legal requirements.

College policy does not prohibit the transfer of employees to open positions without advertising outside the College. In addition, the President may appoint a person to another position in the College if his/her position is being eliminated or abolished, providing the person is qualified for the new position.

The most suitably qualified candidates satisfying job requirements and expectations will fill positions. Recruitment efforts will reach out to attract diverse, qualified candidates. Selection shall be based upon the merits of the candidates for the particular position. In considering ability to do the job, a review shall be made of such considerations as a candidate's work history, educational background and aptitudes.

The Department of Human Resources is responsible for insuring that all forms and documents required of new employees are executed and received before employment authorization occurs. The President may approve employment under extenuating circumstances and list any necessary contingencies on the "Notice of Appointment" form.

(Amended 12/17/96; 8/25/15)