

70203 Vacancies, Applications, Selection Procedures

All vacancies for classified positions shall be advertised appropriately within the College, and outside advertising sources also shall be used to publicize such vacancies when appropriate. The advertising shall occur in a manner that reaches out to attract diverse, qualified candidates. (Amended 12/17/96) Recruitment efforts will be made to reach out to attract diverse, qualified candidates.

The President is authorized to permit the transfer of employees to open positions without advertising outside the College. (Amended 11/24/87; 12/17/96)

Every person seeking employment as a classified employee with the College must submit an application on the appropriate form and be available for an interview. To be eligible for employment, the applicant must meet such minimum qualifications established prior to the advertisement of the position.

A person recommended for employment or reassignment to a classified position shall not be related to the supervisor of the position. A related person as used in this policy shall mean only the employee's father, mother, then current spouse, child, step-child, brother, sister, or any other relative living in the household of the supervisor.

The most suitably qualified candidates will fill positions after an appropriate search and/or inquiry. Selection shall be based upon the merits of the candidates, ability to do the job and previous work performance as they relate to the particular position. Prior to the selection, a review shall be made of such things as an employee's work history, educational background and aptitudes.

The Office of Human Resources shall process all applications for the employment of classified staff, arrange screening interviews, and otherwise monitor the selection procedures that have been approved by the College and which are consistent with the Affirmative Action Compliance Program, the Managing Diversity Plan of the College, and applicable legal requirements.

The Office of Personnel and Employee Relations is responsible for insuring that all forms and documents, which are required of new classified employees, be executed. Unless otherwise approved by the President, such forms and documents shall be received before employment is authorized.