

Work Sheet for New Hires:

The follow will be submitted to the Human Resource Office before making an offer to new employees:

1. Committee Members serving on Selection Process
 - a. Interview Questions
 - b. Screening levels
2. Applications will be given out with a copy of the Screening and Interview Report
3. Screening and Interview Report will be submitted to the HR Office with reasons for those not interviewed
 - a. Interviews will be schedule for those candidates meeting requirements
4. Screening and Interview Report will be submitted to the HR Office for candidates interviewed with reasons along with the Interview Verification report signed by all serving in the selection process
 - a. Notes from all committee members
 - b. Reference check information
5. Appointment memorandum will be submitted to President
6. Job offering will be made to candidate
7. Letters will be sent out to all other candidates after candidate has accepted position

AFFIRMATIVE ACTION OFFICE HIRING PROCEDURES

1. Appropriate dean and/or supervisor notifies President and Director of Human Resources and Business Operations in writing that a position will be filled. Once approved by the President, a copy of "Hiring Procedures" will be given to the supervisor for his immediate review before providing information for the Vacancy Announcement.
2. Supervisor presents a complete job description of job to be filled to the HR Director.
3. Human Resource office develops the job vacancy announcement. The following constraints must be addressed on the job vacancy announcement:
 - a. It must include the job description in detail
 - b. For professional positions (faculty and administrative) a statement must be made that the applicant must submit a completed application, transcripts of college work and at least three letters of reference to verify related occupational experience (teaching and other experience).
 - c. For classified positions all that is required is a state application. However, the job vacancy announcement must make it clear that the application must be complete to qualify the individual as an applicant.
 - d. The closing date for applications to be submitted.
 - e. The date for the job to begin.
4. The appropriate dean, Vice President and/or supervisor, the Vice President of Workforce Development and External Relations, the Vice President for Finance and Technology and the President must sign the job vacancy announcement before advertised.
5. The Human Resource department will be responsible to advertise the job as soon as the job vacancy announcement is approved.
6. While being advertised, the supervisor will submit screening levels and interview questions based on the advertised requirements for the position to the Human Resource office. Generally, the first screening will be based on "Required Items" on the announcement, the second screening will be based on the "Preferred Items" on the announcement and any other screening will be based on degree of meeting the required and preferred items (such as number of years experience, highest degree of education, number of years supervisory experience, etc.). The levels of screening must be developed prior to receiving applications.

If the position is a classified position, it is the prerogative of the supervisor to use a screening committee or carry out the screening procedures herself/himself. At the time of making this decision, the Supervisor will complete a "Responsibility For Screening Form" in the Human Resource office stating his/her preference and if a committee is desired, listing the names of committee members who are assigned to screen and interview candidates.

If the position is for a faculty member or administrator, a committee approach must be used unless the President approves in writing for the supervisor to carry out the procedure without a committee.

Each hiring decision must be supported by the required documentation completed by the supervisor or committee if used.

The Affirmative Action officer will assist the supervisor or screening committee in developing levels of screening prior to closing date of applications.

7. After the closing date, Human Resource and Affirmative Action offices will work together to screen out candidates who fail to meet the level one criteria and will complete the reason for non-selection for each candidate screened from the process on the screening and interviewing report form.
8. The supervisor (or screening committee) will receive the applications of remaining candidates and the screening and interviewing report from the Human Resource office. At this point, the interviewing report form will include all names of applicants and the reasons for non-selection at the level one criteria as considered by the Human Resource and Affirmative Action offices. All remaining candidates will be considered by the supervisor or the committee as compared to level two or higher criteria. As candidates are screened from the process, a reason for non-selection will be placed on the screening report. (The reasons provided should match the criteria appearing on the criteria sheet attached to the screening report.)
9. The Human Resource office will coordinate with the supervisor or screening committee chairman to set up interviews. After being contacted by the Human Resource office, the potential interviewee has one week to arrange and complete his/her interview.
10. Supervisor (or committee) interviews candidates using questions related to the requirements for the position and job duties. A list of the basic questions must be filed with the Human Resource office prior to receiving the applications in the screening process (see Item 6). Auxiliary questions may be used during the interview to obtain the needed information.
11. When interviews are complete, the supervisor or committee must provide reasons for non-selection of all persons not recommended for hire on the screening report and complete the "Interview Verification Form". If a committee is doing the interviewing, no doubt more than one candidate will be identified for possible hire.

At this point, before making the final decision, the supervisor will perform reference and background checks to verify that information submitted by the potential candidate(s) for hire is accurate. If deemed necessary, the supervisor may also further interview the candidate(s) and administer skills analysis exercised to verify abilities to perform in the job setting. After verification of information and skills, the final identification of the best candidate for hire, the supervisor and the appropriate dean write a memo of appointment to the President and attach the completed screening report and verification from to indicate that all steps are completed.

12. The President notifies the Human Resource office and others of his approval to complete the hiring, after which the supervisor can offer the position to the candidate chosen and ask for a letter of acceptance. Supervisor should request hired candidate to maintain confidentiality of the offer until acceptance and other candidates can be notified.
13. Supervisor informs Director of HR of acceptance and instructing notification of all candidates not hired.

(Supervisors who choose to speak in person with in-house candidates who were not hired may do so, at their own discretion. However, this step is not part of the formal hiring procedure. If the Supervisor decided to do this, the conversations should not take place until letters are placed in the mail.)

AFFIRMATIVE ACTION OFFICE
HIRING PROCEDURES FOR PART-TIME EMPLOYEES

1. When part-time wage employees are hired the supervisor may act at his discretion to fill the position in a non-discriminatory manner. If the supervisor chooses to by-pass the procedure for hiring full time employees, he will take all responsibility for answering questions of those not hired.

At no time will a part-time employee be promoted into a full-time position. Should a part-time position develop into a full time position, then the hiring procedure outlined for full time employees must be followed. All part-time employees when hired should be told that any full time job must be applied for in the usual manner with no encouragement of being hired full time. The best qualified candidate must be hired for all full time positions.

2. All part-time professional positions which carry significant salaries must be advertised as usual. It will be the option of the supervisor to decide what additional procedures will be used to locate the best qualified candidate.
3. Part-time faculty will be filled as needed. Administrators will act in a responsible manner in filling such positions.
4. The President and the Vice President for Finance and Technology must approve all part-time job vacancy announcements before advertised.

RESPONSIBILITY FOR SCREENING FORM

Option One

As supervisor of the _____ position, I have decided to carry out all steps of the screening and interviewing responsibility without use of a committee. I realize that all documentation must be completed and filed with the Human Resource Office before notification of individual to be hired.

Supervisor's Signature

Option Two

As supervisor of the _____ position, I have decided to make use of a screening and interviewing committee and will work with them to complete all documentation required before notification of individual to be hired. Listed below are the members appointed to the Committee. _____ has agreed to serve as chairperson of the committee.

Supervisor's Signature

Committee Members Assisting In The Selection Process

1. _____
2. _____
3. _____
4. _____
5. _____

VIRGINIA COMMUNITY COLLEGE SYSTEM
INTERVIEW VERIFICATION REPORT

Position Applied For: _____

Position Number: _____

Name of Applicant

Questions asked are attached.

Interviewed by:

Name/Title

Date

Name/Title

Date

Name/Title

Date

Name/Title

Date

Name/Title

Date

STATEMENT OF CONFIDENTIALITY FOR THE EMPLOYMENT PROCESS

1. In order to assure that the employment process is one of integrity and fair to all concerned, and to protect the effectiveness of the committee approach, it is expected that all employees of the college involved with the employment process maintain confidentiality.
2. In particular, it is imperative that all committee members keep, in the strictest of confidence, all activities involved in committee decision making. At no time, including the arranging for interviews, would a committee member communicate committee information to candidates. Further, at no time would a committee member discuss what took place in committee meetings. When serving as a committee member on an employment process, each individual member will consider the committee results as her/his results. A major function of the committee chairman is to obtain consensus before asking members to sign the Interview Verification Form. However, once the form is signed by all members, the decision is a decision of all members. To indicate otherwise is in violation of the Statement of Confidentiality.
3. It is expected that all supervisors will maintain confidence as to the person to be offered a job until the President has given approval and the Human Resource Office has written letters of non-selection to all applicants not hired. When an offer has been made it is expected that Supervisors will emphasize to the potential employee that confidentiality is expected until acceptance of the job and letters have been mailed to other candidates.
4. It is inappropriate for employees of the college not involved in a particular employment search to seek information from any person including committee members who are directly involved in the process. It is in the best interest of the college for committee members to remind others who solicit information of such confidentiality.

Pat Huber, President

APPOINTMENT MEMORANDUM

TO: Dr. Pat Huber

FROM:

DATE:

POSITION:

The screening and interviewing process for the _____ position has been completed. We concur that the most qualified person for the position is _____ and we recommend that this person be offered the job.

As indicated by the signatures of the Affirmative Action Officer and the Human Resource Officer, all paper work has been filed in their offices for the completion of the process.

Affirmative Action Officer

Human Resource Officer

_____ is approved for the position of _____. Please complete all necessary paperwork to complete the hiring process.

Approval of President

Date