(1)   These procedures are designed for the hiring of full-time, Board-approved staff. The College utilizes both a performance based promotion plan and/or a competitive recruitment process to attract and retain qualified applicants. Vacancies may be posted, but those that are part of a performance-based promotion plan need not be posted. This process is coordinated through the Human Resources Department.

(2)   Positions become available by Board of Trustees approval of a new position, replacement of a current Board of Trustees-approved position, or through external funding. Once a position becomes available, the hiring manager must review the current job description on file with Human Resources Representative and create a position requisition in the Applicant Tracking System for appropriate approvals.

(3)   In most cases, after approval, vacancies will be posted. Hiring Managers are encouraged to assist with the recruitment efforts and to refer candidates for the formal application process. Internal employees who wish to apply for a posted vacancy will submit an application and resume. Newly hired employees (less than 1 year) or employees who have voluntarily transferred from one position to another, within the year, may not apply for a vacancy for one year from the date of hire for the most recent position without prior approval of their manager and Human Resources. Based on the college's commitment to hiring qualified candidates, only those candidates meeting the minimum qualifications as defined in the position description may be granted an interview. The previous Columbus State Community College employment record of an internal candidate is considered part of the application.

(4)   The decision to advertise externally in addition to the posting process is made by the Human Resources Department in collaboration with the hiring manager. All advertisements for vacancies are approved and processed by the Human Resources Department. This includes decisions about frequency and size of advertisements. A variety of recruitment efforts are used to attract a qualified and diverse pool of applicants. Employees and faculty are encouraged to assist with the recruitment efforts and to refer candidates to the online application process.

(5)   Applications for vacant positions are received through the Human Resources Applicant Tracking System where the entire applicant pool is reviewed by the hiring manager for minimum and preferred qualifications as defined by the position description.

(6)   The Human Resource Department, in conjunction with the hiring manager, will determine whether there is a sufficient qualified pool of diverse candidates or if the posting deadline needs to be extended. If extended, the hiring manager will further review the pool based on the position description, department needs, and established criteria. Upon completion of the review process, the hiring manager will notify Human Resources of the additional candidates to be interviewed.

(7)   The hiring manager will contact the candidates and coordinate the interview process. Hiring managers should interview multiple candidates to ensure opportunity for a diverse pool of candidates.

(8)   The hiring manager must change the status of those candidates selected for interview in the Applicant Tracking System and disposition candidates not moving forward for an interview.

(9)   A position may be re-opened/re-posted at any point in the search process if it is evident that the pool is not sufficient in terms of diversity of candidates, decreased pool or qualifications. If the search is re-opened/re-posted, or if a new position becomes available in the same classification (or discipline) within 120 days (CSEA and FOP follow an alternative timeframe), the hiring manager may use the same pool of candidates, in addition to any new applicants who may apply. The position may be re-posted/re-opened and advertised externally as needed.

(10)   Once a candidate has been selected for hire, the hiring manager or the human resources department will verify references. If acceptable, the hiring manager will notify the Human Resources Representative, extend a verbal offer of employment contingent on pre-employment checks, establish a start date and confirm the starting salary. The human resources representative will initiate the written, contingent offer letter and route it for approvals through the Applicant Tracking system.

(11)   Background checks, which could include fingerprinting, if appropriate, are coordinated by Human Resources. Background checks could also include verifying past employment, motor vehicle record checks, criminal background checks, educational credentials, drug screening, skills testing and behavioral testing.

(12)   The hiring manager will notify all candidates of their status in a given requisition by the time the position has been hired, except in cases of multiple openings on the same requisition. Notification is initiated hiring manager by changing the applicant's status in the Applicant Tracking System. The change in status will generate an automatic email notice to the candidate. Internal candidates applying for a full time position should be given the courtesy of a personal notification by the hiring manager, if not selected for an interview or hired for the position.

Last Effective Dates: June 1, 2010; August 21, 2000