

**GRAYS HARBOR COLLEGE
ADMINISTRATIVE PROCEDURE**

**Subject: Recruiting and Hiring
All Permanent Employees**

Administrative Procedure No: 653.01

Date Adopted: April 27, 2007; March 2016; October 2017

The purpose of this hiring procedure is to set standards that ensure uniform and fair treatment for all applicants of permanent positions at Grays Harbor College.

An employing official shall obtain the appropriate internal approval in consideration of budget, staffing levels, position allocation and function and salary levels prior to the publication of any recruiting announcement.

The procedural steps in AP No. 653.01 shall be followed for each recruitment. Exceptions to following the steps of this procedure must be requested in writing by the Employing Official and approved in writing by the Chief Human Resource Officer. Such exceptions may require discussion with the President.

If an applicant has a physical or mental condition which requires the College to make a reasonable accommodation for the application and screening processes, the applicant must notify the Human Resources Office at least three (3) working days prior to the date of the need. This required notice for requesting accommodation shall be included in all GHC recruiting announcements.

Screening examinations given to people who have impaired sensory, speaking or manual skills and who have appropriately notified the HR Office of their need for accommodation shall be given the screening examination in a format or manner that does not require the use of the impaired skill, unless the test is designed to measure that skill for bonafide occupational reasons.

Classified Staff:

All permanent classified staff recruitments shall be conducted in accordance with the provisions of the Master Contract between the State of Washington and the Washington Public Employees Association. All appointments to the classified service shall be made in accordance with WAC Chapter 357-19. Where there is no conflict with the master agreement or WAC 357-19, the provisions of Administrative Procedure 653.01 shall be followed in all classified staff recruitments. The recruiting and hiring procedure referenced below shall generally be used to fill all classified positions. Exceptions are noted in this section.

Grays Harbor College is committed to providing promotional opportunities for the classified staff. Classified staff shall be considered first prior to considering other candidates for hire.

In accordance with the provisions of WAC 357-19-235 to 260, consideration shall be given to utilizing the "in-training" process as an alternative method of providing internal promotional opportunities for the classified staff.

Recruiting Procedure for Classified Staff, Exempt Staff and Faculty for all Permanent Positions:

This procedure describes the process utilized by GHC to fill positions for permanent full-time and permanent part-time positions for classified, administrative exempt staff and full-time faculty. This procedural process will be followed by all hiring officials and will be consistent with approved staffing plans and available budgets. This procedure will apply when submitting a GHC Personnel Requisition Form to add new employees or to replace an employee leaving a funded position.

1. The Employing Official (EO) will contact HR and submit a position description. HR can assist with the position description.
2. HR will start the Personnel Requisition form and route through the NEOGOV system to obtain all required signatures.
3. HR and the EO establish the length of recruitment. Once this document is approved, HR works with EO to determine the breadth and scope of recruitment advertising which is partially dependent on advertising costs provided by HR.
4. Once the level of advertising is agreed upon, HR places the Ads and recruitment begins.
5. HR is notified by the EO who will serve as the screening committee.

Screening Committee Chair will:

1. Submit to HR a list of members of the screening committee and indicates who will be the committee chair.
2. Schedule needed meetings of the screening committee
3. As applications are received and screened by HR for required qualifications, the application will be forwarded over NEOGOV to each screening committee member for evaluation of education and experience based on information listed in the position announcement.
4. Work with HR to determine if reference checks will be completed before or after the interviews are scheduled.
5. Ensure that the interviewing of candidates is done in a fair and equitable manner.
6. Ensure the screening committee will select qualified persons for interviews. If too few meet the minimum qualifications, the screening committee chair and the appropriate Vice President will determine whether to proceed with the interviews, to continue accepting applications or to reopen the recruitment for the position.
7. Provide the President an assessment of the top finalist's strengths and weaknesses. The President will make the final hiring decision (exempt and faculty only).
8. For classified staff, the screening committee and the hiring manager discuss all of the candidates who were interviewed. A decision is reached in this discussion regarding who are the top two or three candidates based on the interviews and reference checks. The final decision regarding who will receive the job offer rests with the hiring manager.

9. Once the Employing Official has made a job offer, ensure all other candidates interviewed are notified that someone else was hired. The job offer is made on a conditional basis pending the successful completion of the criminal background check.
10. Give HR the list of interviewees.
11. Submit all documentation, interview and reference checks notes and all other relevant materials to HR.
12. Email the campus notifying all staff of the new hire once the candidate has accepted the job offer.

Human Resources will:

1. Ensure all classified openings will be emailed to current GHC classified staff who may apply for the position along with external candidates.
2. Throughout and after the review date or closing date, HR will screen the applications for applicants who meet the required qualifications to determine which applicant packets are given to the screening committee for consideration for interview.
3. Have screening committee sign confidentiality statements.
4. Brief the screening committee on key factors to remember during the interviews process.
5. Schedule tours of the campus if applicable.
6. Inform each candidate to be interviewed of the names of the interviewing team.
7. Numbers 1, 8 and 9 apply only to GHC classified staff vacancies:
8. Ensure at least the top two GHC classified staff will be offered the opportunity to interview for GHC classified vacancies in addition to other candidates.
9. After the successful candidate is notified, GHC classified staff who are interviewed will be notified prior to external candidates regarding the results of the recruitment.
10. HR will coordinate communication with candidates not hire.
11. Ensure that each candidate selected for hire will be subject to a Criminal History Background Check. HR will obtain the written authorization of the potential hire to conduct a criminal background check. Background checks will be conducted by the HR Office.
12. Ensure in accordance with the provisions of the Fair Credit Reporting Act, the candidate is notified of the information obtained from the criminal background check if such information is used to rescind the conditional offer of employment.
13. Ensure an appointment is made for the new hire with the Payroll and Benefits staff to ensure timely enrollment in payroll and benefit programs.