



ACCREDITATION EVIDENCE

Title: Board Policy 4210B: Applicant Screening Process

Evidence Type: Clear

Date: 15 July 2015

WAN: 22-0069

Classification: Policy

PII: No

Redacted: No



APPLICANT SCREENING PROCESS

A screening committee will recommend full-time and certain part-time personnel to the administration. For professional positions, the Professional Standards Boards will recommend personnel; for paraprofessional positions, an Advisory Screening Committee will recommend personnel.

The process for selecting new employees will comply with the College's equal opportunity and non-discrimination policies.

The President shall establish procedures regarding the selection of new employees.

Adopted	November 19, 1981
Revised	March 13, 1986
Reformatted	October 7, 1986
Reformatted	February, 2012
Revised	July 15, 2015

APPLICANT SCREENING PROCESS

The Director of Human Resources will initiate and coordinate the hiring process. The Professional Standards Board or the Advisory Screening Committee will recommend selected candidates to the administration.

Initiating the Process

The Director of Human Resources will initiate the selection process after receiving the applications. The applications will be given to the appropriate screening committee:

1. to the Professional Standards Board for professional positions, or
2. to the Advisory Screening Committee for paraprofessional positions.

The Director of Human Resources will instruct the committee regarding the College's equal opportunity and non-discrimination policies.

Selecting Candidates

The Professional Standards Board, or the Advisory Screening Committee will review the applications and encourage using the scored screening forms which outline the criteria specified in the position description. After the applications are screened, the Professional Standards Board, or the Advisory Screening Committee, will submit to the administration its recommendation for which applicants should be interviewed.

Hiring Employees Under Age 17

The College President must approve the hiring of any employee who is under the age of 17. Supervisors desiring to hire someone under the age of 17 must begin the approval process by contacting the Human Resources Office.

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