



# ACCREDITATION EVIDENCE

**Title:** Board Policy 4210: Recruitment

**Evidence Type:** Clear

**Date:** 9 March 2017

**WAN:** 22-0184

**Classification:** Policy

**PII:** No

**Redacted:** No



**RECRUITMENT**

Recruitment of applicants for a new or existing vacancy will be a planned and coordinated effort designed to encourage qualified persons to apply.

All recruitment searches will be conducted in compliance with equal opportunity and non-discrimination laws.

The President shall establish procedures regarding the recruitment of personnel.

Adopted        November 19, 1981  
Reformatted   October 7, 1986  
Reformatted   February, 2012  
Revised        October 8, 2015

**RECRUITMENT**

Recruitment of applicants for a new or existing vacancy will be a planned and coordinated effort designed to encourage qualified persons to apply.

The President and the Vice Presidents will anticipate, as much as possible, the need for recruiting and filling new or existing vacant positions.

The Western Leadership Council reviews the recommendation to create a new full-time position, and evaluates the recommendation based on budgetary considerations and institutional needs.

The Director of Human Resources will coordinate the recruitment process for positions approved by the President. The Director of Human Resources will:

- Advertise the position through appropriate venues internally, locally, regionally, and/or nationally,
- Receive and process applications for employment, and
- Assure that the College's equal opportunity and non-discrimination policies are followed.

Individuals may apply for any position for which they believe they are qualified. Applicants must fill out a College application form which must be received no later than 5:00 p.m. MDT on the advertised closing date indicated on the position announcement.

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