

Davis Technical College

Hiring Policy and Procedures

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Board Approval: 24 June 2004

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Revised Board Approval: 27 October, 2011

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1. Purpose

To establish policy and responsibility for hiring employees of the Davis Technical College (College).

2. References

- 2.1. Davis Technical College Salary and Wage Administration Policy
- 2.2. Davis Technical College Employee Definitions Policy
- 2.3. Davis Technical College Equal Opportunity and Nondiscrimination
- 2.4. Davis Technical College Criminal Background Checks Policy
- 2.5. Davis Technical College Job Descriptions Policy and Procedures
- 2.6. Davis Technical College Disciplinary Sanctions of Personnel Policy
- 2.7. Davis Technical College E-Verify Employment Eligibility Authorization Policy and Procedures

3. Definitions

- 3.1. **Hiring Authority** - Authorized person having budget authority to recommend and request the hiring of a new employee and with the responsibility to follow through on requirements in the hiring process.
- 3.2. **Career Service Position** - Employees in career service positions are expected to be long-term employees who might reasonably be expected to remain with the College until retirement.
- 3.3. **Limited Service Position** - Employees in limited service positions are part-time, temporary, or seasonal employees who are not expected to remain at the College for a long-term career. Judgment should be exercised on a case by case basis to determine if a position best fits the career service employee category or the limited service employee category.

4. Forms and Procedures

- 4.1. **Provisions of Policy** - The provisions of this policy do not alter the provisions of the Disciplinary Sanctions of Personnel Policy, or the criteria established in that policy for probationary status.
- 4.2. **Need for Position** - The Hiring Authority identifies the need to hire and justifies a need for a position, demonstrates fund availability, and demonstrates to the College President that the position meets College Board authorization requirements.

4.3. Request to Hire - A Request to Hire requisition needs to be completed by the Hiring Authority with all authorizing approvals prior to opening the position and prior to hiring or seeking applicants. The Hiring Authority should coordinate with the Human Resource Office when completing the Request to Hire requisition. The job announcements and job advertisements are prepared by the Director of Human Resources or designee. The Controller or designee is responsible for budget approval of the requisition. This approval should consider available FTEs (full time equivalents) as well as budgeted funds availability. Final approval is obtained from the College President or designee.

4.3.1. Prior to beginning the Request to Hire requisition the Hiring Authority should review the position job description to verify that it is current and accurately reflects the prerequisite requirements and job duties. The job description will be the basis for creating the job announcement and the qualification screening criteria for applicants.

4.3.2. Open Request to Hire - Positions which are eligible for an Open Request to Hire are those limited service positions of a temporary nature which use employees on an as needed basis, such as adjunct instructors. The Request to Hire requisition must indicate that the position meets the criteria for an Open Request to Hire. The same authorizing approvals are required, except that final approval may be by the College President or the appropriate Vice President.

4.4. Advertising - Advertisements will be posted internally at the College and formal external advertising may also be used. Specific advertising will be selected by the Hiring Authority in conjunction with the Director of Human Resources or designee. All positions open to external candidates will include posting through the Utah Department of Workforce Services.

4.4.1. For career service positions, advertisements will be posted for at least seven calendar days and may be posted as open until filled.

4.4.2. For limited service positions, advertisements will be posted for at least five working days.

4.4.3. Temporary limited service positions with an Open Request to Hire may be advertised on a periodic basis as needed.

4.5. Exceptions to Posting of Job Opportunities

4.5.1. Transfer/Promotion - Advertising may be limited to internal postings if there are sufficient qualified internal candidates to fill a position by transferring or promoting an existing College employee.

4.5.2. Part-time to Full-time Benefited - Posting is not required when a position is changed from Part-time to Full-time within the College, and (1) the position for which the Part-time employee was originally hired was listed and filled through approved procedures, but not with an Open Request to Hire, and (2) the new benefited position is relevant to that original assignment.

4.5.3. Special Skill Required - The advertising process and the job opening/closing process may be suspended in special cases for limited service positions where a special skill is required. This process suspension option would only be available in cases where the limited service employee will be hired as an intern (or similar position) from an educational institution which teaches the special skill required or where the limited service employee will be hired for a short term assignment in addition to a separate career job in an industry where the employee uses the required special skill on a regular basis. Any use of this process suspension option must be approved in writing by the College President on the Request to Hire requisition.

4.6. Applications and Resumes - College employment applications are required. Applications for all positions will be collected in the Human Resource Office and date stamped when received. Resumes may be attached to the applications. Applications for a position will be not accepted after the closing date for any given position, other than those positions which are listed as open until filled. All applications and resumes will be kept on file for a period of one year and may be used as a means to maintain a pool of potential candidates to fill other job openings that require comparable job qualifications.

4.6.1. Application forms with appropriate instructions are given by the Human Resource Office to those who request them. Electronic applications are preferred, and may be required, to be submitted via the College website, in the applicant tracking system.

4.7. Screening Process

4.7.1. Applications and resumes will be screened for minimum qualifications by the Human Resource Office and forwarded to the Screening Committee.

4.7.2. Application/resume screening will be conducted by the Screening Committee named on the Request to Hire requisition. When selecting individuals for Screening Committee membership, consideration should be given to ensuring representation from appropriate employee groups. Each member of the Committee will review and rate applications using a Qualification Rating Sheet developed for each position by the Hiring Authority in consultation with the Human Resource Office.

4.7.2.1. If approved on the Request to Hire requisition, the Hiring Authority may review and rate applications for limited service positions without the assistance of a Screening Committee.

4.7.3. Based on the scores from the Qualification Rating Sheets, the Screening Committee members will work in conjunction with the Human Resource Office and develop a prioritized list of applicants.

4.8. Interview Process

4.8.1. Interviewing will be conducted by the Interview Committee named on the Request to Hire requisition. When selecting individuals for Interview Committee membership, consideration should be given to ensuring representation from appropriate employee groups. The Interview Committee may be comprised of individuals who also served on the Screening Committee. The Interview Committee shall determine the number of applicants to be interviewed after reviewing the ratings by the Screening Committee. Interviews shall be conducted by asking a series of standard questions to each applicant interviewed. The series of standard questions will be developed by the Hiring Authority and approved by the Human Resource Office prior to the interviews. Questions will not be asked which will intentionally solicit discriminatory information or lead to unlawful bias.

4.8.2. If approved on the Request to Hire requisition, the Hiring Authority may conduct interviews for limited service positions without the assistance of an Interview Committee.

4.8.3. The Interview Committee will recommend the top qualified applicants based on the results of the interviews and the resumes and applications.

4.9. Selection - A selection (not notification) will be made by the Hiring Authority following the interview process. All full-time position offers of employment must be approved by the College President or designee.

4.9.1. In cases where the Hiring Authority has not used a Screening Committee or an Interview Committee for a limited service position, final selection is made in conjunction with the Human Resource Office.

4.10. Reference Checks - References should be checked prior to extending an offer of employment to any individual. Reference checks may be conducted by the Human Resource Office and results will be forwarded to the Hiring Authority, or the Hiring Authority may choose to conduct these themselves.

4.11. Criminal Background Checks - Prior to extending an offer of employment the applicant must have a background check conducted, as described in the Criminal Background Checks policy.

4.12. E-Verify Employment Eligibility Checks - An employment eligibility check must be conducted in order to verify whether the applicant is authorized to work in the United States. This will be performed by the Human Resource Office in accordance with the E-Verify Employment Eligibility Authorization policy.

4.13. Personnel Action Notice - A Personnel Action Notice form must be completed by the Hiring Authority and signed by the College President or designee prior to extending an offer for employment to any applicant. Starting salary/wage for new employees should be set based on applicable wage determination procedures for the appropriate employee classification.

4.13.1. The Personnel Action Notice form for limited service positions with an Open Request to Hire may be signed by the College President or the appropriate Vice President.

4.14. Hiring Documentation Form - A hiring documentation form reflecting the history of the hiring process must be attached to the Personnel Action Notice form for the final selection. This hiring documentation form includes applicable information such as:

4.14.1.1. Job opening and closing dates

4.14.1.2. Form of advertising used

4.14.1.3. How many applications were received

4.14.1.4. The screening process used

4.14.1.5. Verification that a standard rating system and standard questions were used

4.14.1.6. Number of applicants interviewed

4.14.1.7. Why the final applicant was selected, including affirmative statement that we did not deny employment to any applicant based on a protected class.

4.14.1.8. The recommended salary or wage and the account to be paid from

4.14.1.9. The recommended start date for the new employee

4.15. Job Offers - The job offer may be extended by the Hiring Authority after this is coordinated with the Human Resource Office. Prior to extending the job offer the Hiring Authority must review the proposed salary and benefits with the cognizant Vice President or President, and the Director of Human Resources or designee(s). The Personnel Action Notice and the Hiring Documentation Form should be completed and approval signatures obtained prior to extending the offer.

4.15.1. Non-selection notices are sent by the Human Resource Office within one week or as soon as practicable.

4.16. New Employee Packet and Checklist - A New Employee Packet and Checklist will be provided by the Human Resource Office. All forms in the new employee packet must be completed by the employee and returned to the Human Resource Office prior to beginning employment.

4.17. Complete Paperwork Prior to Receiving Pay Check - Payroll checks will not be issued to new employees until the Hiring Authority ensures that all mandatory hiring forms have been completed and returned to the Human Resource Office with the appropriate signatures.

4.18. Ratification by the College Board - Employment of all new employees must be ratified by the College Board to become official. Any new employee not ratified by the College Board will have their employment with the College terminated in accordance with proper termination procedures.

4.19. Probationary Period - New employment at the College is subject to a probationary period as defined in the College Disciplinary Sanctions of Personnel Policy.