

# Davis Technical College

## Hiring Policy and Procedures

Effective Date: 7 December 2023

### 1. Purpose

To establish policy and responsibility for hiring employees of the Davis Technical 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 with budget authority to recommend and request the hiring of a new employee and responsible for following through on requirements in the hiring process. Generally, this is the Coordinator, Director, or other management level position throughout the College who make hiring decisions with input from the Interview Committee. Training division Directors may appoint Lead Faculty to be Hiring Authority at their discretion.

**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.** Davis Technical College is committed to providing applicants an environment that is free from unlawful discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and pregnancy-related conditions), national origin, age, disability, gender identity, sexual orientation, genetic information, or any other classification protected by law and shall not unlawfully discriminate against any applicant for employment.

**4.3. Need for Position** – The Hiring Authority identifies the need to hire and demonstrates fund availability to the College President or cognizant Vice President. The College President, or cognizant Vice President ensures that new full-time positions are authorized by the College Board. If the same position (or position with the same job description) was open and posted within the last three months, candidates from those positions may be considered without reposting or advertising the position.

**4.3.1. Requisition Approval** – **A 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 requisition. The job advertisements are prepared by Human Resources. 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 for all full-time positions and by the Vice President for all part-time positions** Prior to starting a requisition, the Hiring Authority should review the position job description to verify that it is current and accurately reflects the job requirements and duties. The job description will be the basis for creating the job advertisement and the qualification screening criteria for applicants.

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

**Advertising** – Advertisements will be posted on the College jobs webpage, and internal or external advertising may also be used. Specific advertising will be selected by the Hiring Authority in conjunction with Human Resources.

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

**4.3.4.** For limited-service positions, advertisements will be posted for at least three calendar days.

**4.3.5.** Temporary limited-service positions with an open requisition may be advertised on a periodic basis as needed.

#### **4.4. Exceptions to Posting of Job Opportunities**

**4.4.1. Transfer/Promotion** – Advertising may be limited to internal postings at the College’s discretion.

**4.4.2. 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 requisition, and (2) the new benefited position is relevant to that original assignment.

**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 a similar position, or a special skill is required to teach a course or courses, such as workforce education or continuing education. 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.

**4.5. Applications and Resumes** – College employment applications are required. Applications for all positions will be collected electronically via the applicant tracking software. Applications for a position will not be accepted after the closing date for any given position other than those positions that 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.

**4.5.1.** Electronic applications are required and are submitted via the College applicant tracking system. Accommodations will be provided to applicants requiring such by contacting Human Resources staff.

#### **4.6. Screening Process**

**4.6.1.** Applications and resumes will be screened for minimum qualifications by the Human Resource Office and forwarded to the Screening Committee. In cases where 10 or more applicants meet the minimum qualifications Human Resources, in conjunction with the Hiring Authority, will screen applicants to the ten most qualified applicants based on the application materials submitted and send the remaining applicants on to the screening committee.

**4.6.2.** Application/resume screening will be conducted by the Screening Committee determined by the Hiring Authority. 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 rating criterion developed for each position by the Hiring Authority in consultation with the Human Resource Office.

**4.6.2.1.** For limited-service positions, the Hiring Authority may review and rate applications without the assistance of a Screening Committee.

**4.6.3.** Based on the scores from the ratings, the Screening Committee members will work in conjunction with the Human Resource Office and develop a prioritized list of applicants.

#### **4.7. Interview Process**

**4.7.1.** Interviewing will be conducted by the Interview Committee determined by the Hiring Authority. 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. Hiring Authority 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 collaboration between the Hiring Authority and Human Resources prior to the interviews. Questions will not be asked which will intentionally solicit discriminatory information or lead to unlawful bias.

**4.7.2.** The Hiring Authority may conduct interviews for limited-service positions without the assistance of an Interview Committee.

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

**4.8. Selection** - A selection (not notification) will be made by the Hiring Authority following the interview process after considering the input of the Interview Committee. Training division Directors should carefully consider the input and recommendation of Lead Faculty. See section regarding job offers.

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

**4.9. Reference Checks** - References may 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.

**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, Human Resources

**4.10. Criminal Background Checks** - All offers of employment are contingent upon successful clearance of a criminal background check, as described in the Criminal Background Checks policy.

**4.11. 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.

**4.12. Personnel Action Notice** - A Personnel Action Notice form must be completed by the Hiring Authority. Human Resources should set the starting salary/wage for new employees based on applicable wage determination procedures and approvals. Human Resources will also complete the following sections of the Personnel Action Notice:

4.12.1.1. How many applications were received

4.12.1.2. The screening process used

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

4.12.1.4. Number of applicants interviewed

4.12.1.5. An affirmative statement that, the college did not deny employment to any applicant based on a protected class.

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

4.12.1.7. The recommended start date for the new employee

**4.13.**

4.13.1. Non-selection notices are sent by the Human Resource Office as soon as practicable.

**4.14. New Employee Packet and Checklist** - A New Employee Packet will be provided by the Human Resource Office electronically. All forms in the new employee packet must be completed by the employee and returned to the Human Resources Office.

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

## **5. Approval and Notes**

Revised Board Approval: 9 December 2023

Revised President's Council Approval: 27 November 2023

Revised Board Approval: 26 March 2015

Revised President's Council Approval: 16 March 2015

Revised Board Approval: 27 October 2011

Revised Board Approval: 26 April 2007

Board Approval: 24 June 2004