


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 402.1</b>	
		<b>Page 1 of 4</b>	
		<b>Last Revision Date:</b>	11-30-2020; 10-01-2012
		<b>Effective Date:</b>	10-26-2005
		<b>Last Review Date:</b>	11-30-2020
<b>Section:</b>	Human Resources	<b>Subject:</b>	Employment of College Employees

## PURPOSE

To provide procedures for hiring that comply with affirmative action and equal employment opportunity regulations.

## TYPES OF POSITIONS


Please see Procedure 415.9 -- [Position Classification](#)

1. Vacant Position: Position recently vacated that needs to be recruited and filled
2. New Position: New Position created by department due to additional funding or need
3. Reorganization/Reclassification: When a position becomes vacant, the Hiring authority will make changes within the department, such as adding or deleting duties to vacant position to meet the needs of the department and the institution.

## PROCEDURE


1. A current job description of the vacant position to be filled, which includes typical duties and qualifications required, will be maintained in Human Resources.
  - 1.1. When a position opens, the supervisor (Hiring Manager), Division Chair, Associate Dean, Dean, Associate Vice President and/or Vice President (Hiring Authority) will determine if the position should be filled.
  - 1.2. The assessment of whether to fill or refill a position will include current and future resources and staffing needs.
  - 1.3. If the position is to be filled, the appropriate persons will review the job description for accuracy and make all necessary updates which will be filed with Human Resources.
  - 1.4. In the event the update requires banding/grading, it will be done by Human Resources during this part of the process.
2. The Selection Process
  - 2.1. The appropriate Hiring Authority will take the recommendation to the President's Cabinet for approval. The President's Cabinet will recommend, and the President may approve advertising the position (internally, externally or both).
  - 2.2. A Screening Committee will be determined by the hiring manager with appropriate membership based upon EEOC guidelines.
    - 2.2.1. The Committee will be comprised of the Hiring Manager, who serves as the chair, and at least two other individuals, including one individual from another area of the College.
    - 2.2.2. Human Resources will facilitate the screening process but will have no vote.
    - 2.2.3. Human Resources will coordinate all applications and other required materials.
  - 2.3. The names of Screening Committee members suggested by the Hiring Authority will be provided to the Talent Acquisition Coordinator for approval.

# PROCEDURE MANUAL

 <h2 style="margin: 0;">ARIZONA WESTERN COLLEGE</h2>		<b>PROCEDURE 402.1</b>	
		<b>Page 2 of 4</b>	
		<b>Last Revision Date:</b>	11-30-2020; 10-01-2012
		<b>Effective Date:</b>	10-26-2005
<b>Last Review Date:</b>		11-30-2020	
<b>Section:</b>	Human Resources	<b>Subject:</b>	Employment of College Employees

- 2.4. Human Resources will advertise the position internally and/or externally, as indicated by the President's directive.
  - 2.4.1. Internal postings will be advertised via College e-mail to all full-time College employees for at least seven (7) calendar days. External postings will be advertised via College e-mail, the College Applicant Tracking System, and all available recruitment sources outside of the College for at least fourteen (14) calendar days.
  - 2.4.2. Positions can be posted on specific sources (media pages, recruitment search engines, such as HigherEd Jobs, Zip Recruiter, LinkedIn, etc). Any specific sources the hiring department is interested in having their position posted that requires an additional cost will be requested from the department prior to posting. Human Resources will request a budget transfer from the department to have this posting request completed.
  - 2.4.3. At the close of the posting period, Human Resources will screen the applications prior to releasing to Screening Committee for review and selection for interview.
  - 2.4.4. The Chief Human Resources Officer may, at her/his discretion involve the Screening Committee in such selection.
  - 2.4.5. In the event there are no appropriately qualified applicants, Human Resources will notify the Hiring Manager and/or Hiring Authority and other appropriate persons (Associate Dean, Dean, Associate Vice President, Vice President, President) for their decision to extend job posting.
- 2.5. The Screening Committee will be advised by Human Resources when the applications are ready for review.
  - 2.5.1. All applications will be available through the designated software for easy access and time management of the Screening Committee members.
  - 2.5.2. The Screening Committee members will evaluate each application based upon the minimum qualifications listed in the position announcement and make recommendations for interviews.
  - 2.5.3. The Screening Committee will not exclude candidates from consideration based upon any legally prohibited criteria.
- 2.6. Human Resources will facilitate the employment process with the Screening Committee from the initial consultation through final recommendation to hire.
- 2.7. Human Resources is responsible for arranging personal interviews with candidates as determined by the Screening Committee.
  - 2.7.1. The Screening Committee has the prerogative to conduct Zoom interviews prior to bringing applicants to the College for an interview.
- 2.8. Human Resources will maintain appropriate documentation for all interviews including reasons for selection/non-selection of applicants for interview, as well as the final

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 402.1</b>	
		<b>Page 3 of 4</b>	
		<b>Last Revision Date:</b>	11-30-2020; 10-01-2012
		<b>Effective Date:</b>	10-26-2005
		<b>Last Review Date:</b>	11-30-2020
<b>Section:</b>	Human Resources	<b>Subject:</b>	Employment of College Employees

recommendation for hire.

2.8.1. When all interviews are concluded, the Screening Committee will reach consensus about which candidates should be recommended for second interview or to interview with the Hiring Authority.

2.8.2. Candidate names will be forwarded by Human Resources in an unranked manner to the appropriate Hiring Authority. The list will contain the names of all suitable candidates.

2.8.3. The President shall maintain final decision-making authority. Reference checks will be completed by Human Resources prior to hiring.

2.9. The appropriate Hiring Authority shall also retain the right to independently check references.

2.9.1. Checking of references by any other College employee is prohibited unless specifically approved by the Chief Human Resources Officer.

2.9.2. Application materials and reference check results will accompany the recommendations when forwarded. The appropriate Hiring Authority will select or request that the Screening Committee restart the search process.

### 3. The Approval Process

3.1.1. When the Hiring Authority approves a final candidate, a representative from Human Resources will calculate the starting compensation per current procedures ([Proc. 415.1](#)).

3.1.2. Classified, Professional/Administrative, Faculty positions: A representative from Human Resources will offer the position to the final candidate, specifying the starting compensation per current procedures.

3.1.3. All positions require final approval by the District Governing Board. A representative from Human Resources will notify the final candidate of the pending recommendation and the pre-offered compensation.


3.1.4. A representative from the Human Resources Department will submit the final candidate's name for the District Governing Board's consideration. Upon approval by the District Governing Board, the notification will be made.

4. A representative from the Human Resources Department will notify all applicants of their status as early as possible and retain all relevant records of the recruitment process.

5. A representative from the Human Resources Department will set a time to meet with each new employee to complete the employment process.

5.1.1. Confidentiality shall be maintained before, during, and after the hiring process. Selection Committee members may not contact candidates. Selection Committee members are to refer candidate communication to Human

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 402.1</b>	
		<b>Page 4 of 4</b>	
		<b>Last Revision Date:</b>	11-30-2020; 10-01-2012
		<b>Effective Date:</b>	10-26-2005
<b>Last Review Date:</b>	11-30-2020		
<b>Section:</b>	Human Resources	<b>Subject:</b>	Employment of College Employees

Resources.

## 6. The Hiring Process

- 6.1.1. Human Resources will notify the candidate of the offer of employment, compensation, and starting date.
- 6.1.2. Human Resources will advise the candidate of any required criminal background check ([Proc. 402.5](#))
- 6.1.3. Completion of the criminal background check is required prior to initial start date.
- 6.1.4. Human Resources will orient all new employees by scheduling them for new hire orientation and future follow up trainings with other departments
- 6.1.5. New Hire Orientation: usually scheduled on first day of hire, will consist of new hire paperwork, benefits and introduction to other departments
- 6.1.6. Follow up Trainings: will be scheduled following New Hire Orientation; trainings will consist of other departments new hire will use while employed, such as travel, purchasing, district services, and Information Technology.