

PROCEDURE MANUAL

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	Last Revision Date:	10-26-05	
Effective Date:			
Section:	Personnel	Subject:	Employment of College Personnel

PURPOSE

The purpose is to provide procedures for hiring that comply with affirmative action and equal employment opportunity.

PROCEDURE

1. A current job description of the position to be filled, which includes typical duties and qualifications required, will be maintained in the Office of Human Resources.
2. The Selection Process
 - 2.1 Prior to the posting of any position, an Executive Committee (EC) recommendation to begin advertising the position will be completed. Consideration about whether to fill or re-fill a position will include an assessment of available current and future resources and staffing needs in other areas. If the decision is made to refill the position, the supervising Vice President (or President) will indicate whether to advertise the position internally and/or externally.
 - 2.2 A “Record of Employment Procedures Form” containing the names of Search Committee members suggested by the position’s supervisor in coordination with the representative from the Office of Human Resources is forwarded to the supervising Vice President and President for approval of the committee.
 - 2.3 When the President approves advertising the position, the Office of Human Resources begins advertising the position internally and/or externally, as indicated on the EC recommendation to fill the position. For positions to be advertised internally, the vacancy announcement will be distributed to full-time employees within the College. Full-time employees will have three working days within which to apply for the position. At the end of the three-day internal posting period, the supervising Vice President or President will evaluate the pool to determine if interviews should be conducted from among the internal applicants or if the position should be advertised externally.
 - 2.4 Classified positions advertised externally will be posted for a minimum of 14 calendar days. Contractual positions will be posted for a minimum of 30 calendar days.
 - 2.5 The Search Committee, as approved by the President, will be advised of the position to be filled. The Search Committee will typically be comprised of the position’s supervisor who serves as the chair, and at least two other individuals, including one individual from another area of the College. A representative from the Office of Human Resources will facilitate the committee process but will have no vote.
 - 2.6 The Office of Human Resources will coordinate all applications and other required materials.

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- 2.7 A representative from the Office of Human Resources will explain to the Search Committee the process used by the College.
- 2.8 Applications and materials will be available to the Search Committee members for their review. Search Committee members will evaluate each applicant based upon the minimum qualifications listed in the position announcement and make recommendation for committee interviews. The Search Committee will not exclude candidates from consideration based upon any legally prohibited criteria.
- 2.9 A representative from Human Resources is responsible for arranging personal interviews with candidates selected by the Committee. The Committee prior to conducting personal interviews may conduct telephone interviews.
- 2.10 The Search Committee will document the interviews including reasons for selection/non-selection of candidates for interview and for recommendation for the position. The Search Committee members will forward the unranked name(s) of candidate(s) they believe would be suitable for the position to the appropriate Vice President (or President) for selection and approval. In instances where consensus cannot be reached, the majority members of the committee may recommend a particular candidate or group of candidates with those opposed to the recommendation indicating their opposition on the recommendation form.
- 2.11 Reference checks will generally be completed by a representative from the Office of Human Resources. The appropriate Vice President (or President) shall also retain the right to independently check references should they choose. Checking of references by any other staff either inside or outside of the Search Committee is prohibited unless specifically approved by the Director of Human Resources or designee.
- 2.12 Application materials and the results of the reference checks will accompany the recommendation and be forwarded to the appropriate Vice President (or President). The appropriate Vice President (or President) will have the option to make a selection from among the recommended candidate(s) or request that the Search Committee restart the search process. After approval by the Vice President (if required), the recommendation will be forwarded to the President for approval.
- 2.13 All staff with involvement in the search process will maintain strict confidentiality both during the search process and after its completion. Search Committee members are to direct any candidate making contact with them to instead contact the Office of Human Resources for any information about the search process. Search Committee members may not contact candidates independently prior to receiving notification from the Office of Human Resources that a candidate has accepted the position.

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3. The Approval Process
 - 3.1 When the President approves a final candidate, a representative from Human Resources will calculate the starting salary per current procedures.
 - 3.1.1 Classified positions: A representative from Human Resources will offer the position to the final candidate, specifying the starting hourly wage.
 - 3.1.2 Contractual positions: All contractual 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 proffered salary.
 - 3.2 A representative from the Office of Human Resources will submit the final candidate's resume for the District Governing Board's consideration. Upon approval by the District Governing Board, the notification will be made.
4. A representative from the Office of Human Resources will notify all applicants of their status as early as possible and retain all relevant records of the selection process.
5. A representative from the Office of Human Resources will set a time to meet with each new employee to complete the employment process.