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As an equal opportunity employer, KCTCS/Hopkinsville Community College (HCC) must engage in positive outreach and recruitment to enrich the pool of qualified applicants from which we make our selection (see Administrative Policy 2.3.1 - Faculty Recruitment and Search for Faculty). Under the Kentucky Plan, KCTCS/HCC has agreed to make progress toward specific placement goals for African Americans in major occupational categories. In addition, KCTCS/HCC has developed and maintains an annual affirmative action plan with placement goals for minorities and/or women in occupations where these groups are underrepresented based on their availability (see Board of Regent Policy 3.1). Our affirmative action plan also requires the engagement in positive outreach and recruitment for disabled individuals and veterans (see Administrative Policy 3.1.1 – Employing People with Disabilities).

Procedures to Hire:

- EEO Category 1 – Executive/Administrative/Managerial
- EEO Category 2 – Faculty
- EEO Category 3 – N/A
- EEO Category 4 – Other Professional
- EEO Category 5 – Technical/Paraprofessional
- EEO Category 6 – Clerical
- EEO Category 7 – Skilled Craft
- EEO Category 8 – Service/Maintenance

REQUEST TO HIRE

- When a vacancy occurs, or a new position is established, the supervisor of the department will request, after consultation with the chief or other appropriate administrator, permission to fill the vacancy
- A *Personnel Requisition Form* will be completed with approval signature to include president

POSITION ANNOUNCEMENT/ADVERTISING

- Upon approval of the president to fill the position, specific advertising will be required and supplied to Human Resources who will place all advertisements and work with special agencies as requested (advertising form requested, but not required; email will suffice provided it includes all necessary information – dates to advertise, account to charge, name of publication, etc.)

- Position announcements should include: official title, job description or responsibilities of the position, minimum qualification, deadline for submitting application on line, HCC contact, and EEO statement
- All full time and part time regular positions will be posted on KYWorks (also known as MyCareer Network), with the exception of any internal postings that may be filled by a KCTCS employee; at which time the final vacant position will be posted on KYWorks
- Additionally, faculty positions will be advertised in The Chronicle of Higher Education (time permitting), with historically Black Colleges (electronically), accredited graduate schools with appropriate discipline offerings (electronically), KCTCS Office of Diversity, other contacts as appropriate; staff positions will be advertised in the local paper and if identified as a “difficult to fill” position in a regional publication or website
- Departments are responsible for funding any and all advertisement costs; if the department determines that additional advertising needs to take place, notify HR to make arrangements to develop additional recruitment efforts
- Any non-HR initiated recruitment efforts should be noted with Human Resources and will be included on the Position Summary
- All advertisements must include the following non-discrimination statement:  
KCTCS/Hopkinsville Community College is an equal education and employment opportunity, Affirmative Action employer

#### ADDITIONAL CRITERIA

- In addition to the job description or as in the case of the faculty search, there should be additional criteria on which an interviewee will be reviewed. These criteria must be reduced to writing and forwarded to the Human Resources Office.
- Criteria along with job description should be forwarded to the committee PRIOR to the review of the candidate pool, no committee access will be provided until the criteria has been received in HR

#### SEARCH COMMITTEE

- Search committees assemble to act as a steering committee for the supervisor, chief and president
- Search committees established to fill vacant faculty positions are charged to recruit the best possible candidates utilizing a thorough and comprehensive search process that is conducted with integrity and within the bounds of policy and law. The committee shall establish and apply equally selection criteria that assist in identifying well qualified, diverse candidates that are capable of fulfilling the college’s goals of excellence, serving with passion, and learning for life.
- Search committee is formed following discussion with the supervisor, chief and president; and appointed by the president of the college
- Search committee should attempt to represent a diversity of rank, sex, and ethnicity and replacements made only with approval of the chief of the area hiring. At a minimum each search committee must have at least one person of color. Requests to be removed or replaced on a committee should be addressed to the hiring area chief

- All committees should be reminded by the chair of the committee the importance of confidentiality and discretion when serving on a search committee

#### APPLICATIONS

- Any inquiries shall be considered a candidate provided they successfully complete an online application using KYWorks. Individuals needing assistance with completing the online application should contact the Human Resources Office and/or report to the college for assistance
- Applications will be received online until the APPLICATION DEADLINE published date. Should the committee request that a position search be reopened in order to increase the candidate pool, the request should be made to the administrators of the area involved with hire, and therefore request, if appropriate, that the president reopen the search. Candidates are notified immediately by the online system that their application has been successfully submitted
- Candidates will be requested to submit additional materials immediately following their successful completion of the application and resume:
  - EEO Category 1, 4, and 5: cover letter, three – five current contacts for recommendation (must be accurate in data provided), unofficial transcripts
  - EEO Category 2: cover letter, three letters of recommendation, unofficial transcripts
  - EEO Category 6, 7, 8: nothing additional requested until interview stage and at that time, additional information should be supplied (applicable transcripts or certifications)
- Additional material that have been received will be posted to the HCC collaborative server
- Evaluation procedures must follow the criteria listed in the job description and submitted by committee chair
- Questions regarding candidates application or information provided should be directed to the Human Resources office, use of social networks should be avoided when considering candidates
- Candidate pools are considered a valid pool for 90-days past application deadline. Therefore should a position with the same title and payband become open, or the candidate selected does not work out, the administration may go back into the candidate pool and hire from the search
- Additional application material submitted to the committee will be destroyed after three years, scanned and saved documents will be retained indefinitely

#### AFFIRMATIVE ACTION REQUIREMENTS

- Proper distribution and collection of Affirmative Action / Voluntary Disclosure Information
- Advertisements and professional contacts directed toward blacks, women, and other minority professionals
- Compliance with established Affirmative Action Guidelines
- If minority/women applicants are not to be interviewed, specific reasons why they are not being interviewed must be stated on the referral form (online), the reason must identify deficiencies related to the job description

#### REQUEST TO INTERVIEW

- Minorities and women applicants are encouraged to be included in the pool selected for telephone interviews (strongly encouraged to consider telephone interviews with a large number of qualified candidates)
- Telephone interviews should be brief and provide an introduction to the position, verification of salary, confirm interest in position; candidate respond to three or four general interview questions. Questions should be the same to all candidates and job specific/related. On occasion, a response may require a follow up question by the committee, this is acceptable, but must be job related; with the committee to then resume with original set of questions

#### REQUEST FOR IN PERSON INTERVIEW

- Candidates that are moved forward from the initial telephone interview candidate pool will be notified by the committee and requested to have an on-site interview. The search committee shall make all room arrangements and contacts with the candidates
- Candidates shall be asked the same set of interview questions, questions shall be submitted to the Human Resources office, prior to the interviews
- Candidates in the EEO Category 2 will be required to conduct a teaching demonstration. Other positions may require a teaching demo if the position directly relates to classroom teaching or tutoring
- Reference checks should be conducted on finalists interviewed, with the preference that one person on the committee should conduct the reference checks, if the reference checks are conducted by multiple committee members, a recommended list of questions to ask should be followed (request form from Human Resources)

#### APPROVAL TO MAKE OFFER

- After interviewing the candidates, the administrative head of the department must consult with the appropriate chief, who in turn consults with the president
- Offers of employment are contingent upon the successful completion of a background check run by the Human Resources office
- Human Resources will provide a suggested salary recommendation and provide equity check to the president when determining the salary offer for candidate selected to fill the position
- Upon securing approval of the president, the chief or administrative head of the department will contact the candidate and make the offer
- Notification should be provided to Human Resources regarding the following information:
  - Start date
  - Agreed upon salary
  - Contract information needed (special conditions of contract)
- Human Resources will work with the office of the president to issue an offer letter and contract

#### EMPLOYMENT SUMMARY AND PERSONNEL ACTION FORM

- Human Resources should be notified of the referral codes of candidates in order to complete the search
- Human Resources will provide a summary to the search committee chair to sign and retain in the search file for three years
- Human Resources will complete the Personnel Action form and retain in the search file for three years
- Human Resources will notify all candidates of the hire and thank them for their application
- Human Resources will complete the Affirmative Action form