

College of Lake County

Hiring:
Administrative and
Professional Hiring Process
Manual

**Hiring Process:
Administrative and Professional Employees**

Description: The Human Resource (HR) Department ensures equal opportunity employment practices for all college employees and those who seek to become employees.

1. Bulleted list of process steps (numbered and in the appropriate sequence).

The process begins when the Vice President (VP) has a need for a position search and hire. *Note: CLC Policy 210 applies to Administrative and Professional Staff Hiring.*

The general responsibility for the search lies with the VP in the area in which the administrative or professional position is assigned. The VP consults with the Executive Director of Human Resources (ED HR) or designee to determine whether the search is conducted by regular or internal recruitment.

1. The administrative hiring supervisor consults with the ED HR or designee.
 - a. *Is this a new position, reclassification, or department reorganization?*
 - b. *If Yes, the Executive Staff and Board must approve the position.**If No, proceed to step two.*
2. The administrative hiring supervisor and ED HR or designee develop a search plan, tailored to the needs of the particular position, and detailing the composition and size of the search committee, recruitment period, anticipated date of hire, etc.
3. A staff opening announcement is prepared. Both administrative and professional announcements include a position description, basic qualifications, salary, application procedures and deadline. The announcement specifies required and desirable qualifications. Required qualifications include the basic qualifications necessary to perform the duties of the position in a satisfactory manner.
4. The HR Office monitors the entire search process to ensure compliance with all Affirmative Action/Equal Opportunity Guidelines.
5. Recruitment consists of internal and regular recruitment.
 - **Internal Recruitment:** The HR Office ensures the announcement is posted on designated CLC job boards. The announcement is clearly identified as "internal recruitment." All recruitment and promotion procedures, as outlined in the CLC Internal Recruitment and Promotion Procedures, are followed.
 - **Regular Recruitment:** The announcement is distributed by the HR Office to appropriate media and CLC placement offices as well as internally throughout CLC. Those seeking to apply from within CLC follow the same application procedures as external applicants. No bias is extended, either way.

All regular recruitment takes into consideration the following channels to encourage the application of minority candidates:

- The use of minority agencies.
- The notification of colleges and universities with strong minority contacts and/or minority enrollment.
- The placement of advertisements in minority newspapers and other publications.
- The notification of community clubs and organizations whose membership or purpose facilitates minority recruitment.

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6. Applications, resumes, official transcripts, CLC applications and credentials are collected and maintained by the HR Office, until the established application date.
7. Immediately following the search's advertised deadline, a representative of the HR Office provides information to the hiring VP relative to the overall applicant response and diversity of the applicant pool.
 - a. *Does the search deadline need to be extended?*
If, No, proceed to step eight.
 - b. *If Yes, the search deadline may be extended if there is insufficient applicant response or the applicant pool lacks a sufficient number of under-represented groups.*
8. The applications are reviewed by the appropriate personnel.
 - An application consists minimally of a resume that is eligible for review by the Search Committee. Applicants must submit a completed application, as defined by the opening announcement, to be eligible for an interview. An offer of employment is not made to any applicant unless the candidate provides official transcripts conferring a degree or degrees.

Application Reviews:

- Applications are reviewed by the administrative hiring supervisor or designee and a Search Committee of at least three staff members. The administrator of the area may participate on the committee. In addition, an Equal Employment Opportunity representative serves on the Search Committee. This committee normally includes a representation of colleagues supervised by the administrator to be hired and other administrators/professionals with whom the person will work with. If possible, in the case of a search involving an administrator who directly supervises faculty (such as a Division Dean or Director of Counseling, Nursing Education, Adult Education, etc.), 50% or more of the committee is comprised of full-time faculty. All Search Committee members are required to attend a Search Committee training program in order to be eligible to serve. Prior to determining the candidate(s) to interview, the Search Committee meets with the supervisor to discuss preferred numbers of interviewees and to clarify any expectations that the supervisor may have about the position.
- The Search Committee for an administrative position at the Director, Dean or VP level, includes a student member, when available. The Student Senate identifies a pool of student Search Committee members at the beginning of each semester. All student Search Committee members are required to attend a training program in order to be eligible to serve. The Assistant Director of HR notifies the Executive Director of Student Life about the formation of an Administrative Search Committee. The recommended student Search Committee member is provided to the HR Office by an agreed upon date.
- All Search Committee members review the search procedures.
- The functions of the Search Committee are to:
 - Review all applications on the basis of criteria outlined by the position announcement.
 - Select candidates to interview. If, after reviewing the applications, there are concerns about too many or too few candidates to interview, the Search Committee and the supervisor meet to discuss this number.
 - Conduct the interview process, using interview forms, for the recording of individual evaluations.
 - Evaluate all interviewed candidates in terms of strengths and weaknesses and submit written summaries to the appropriate VP. The committee provides this to designate

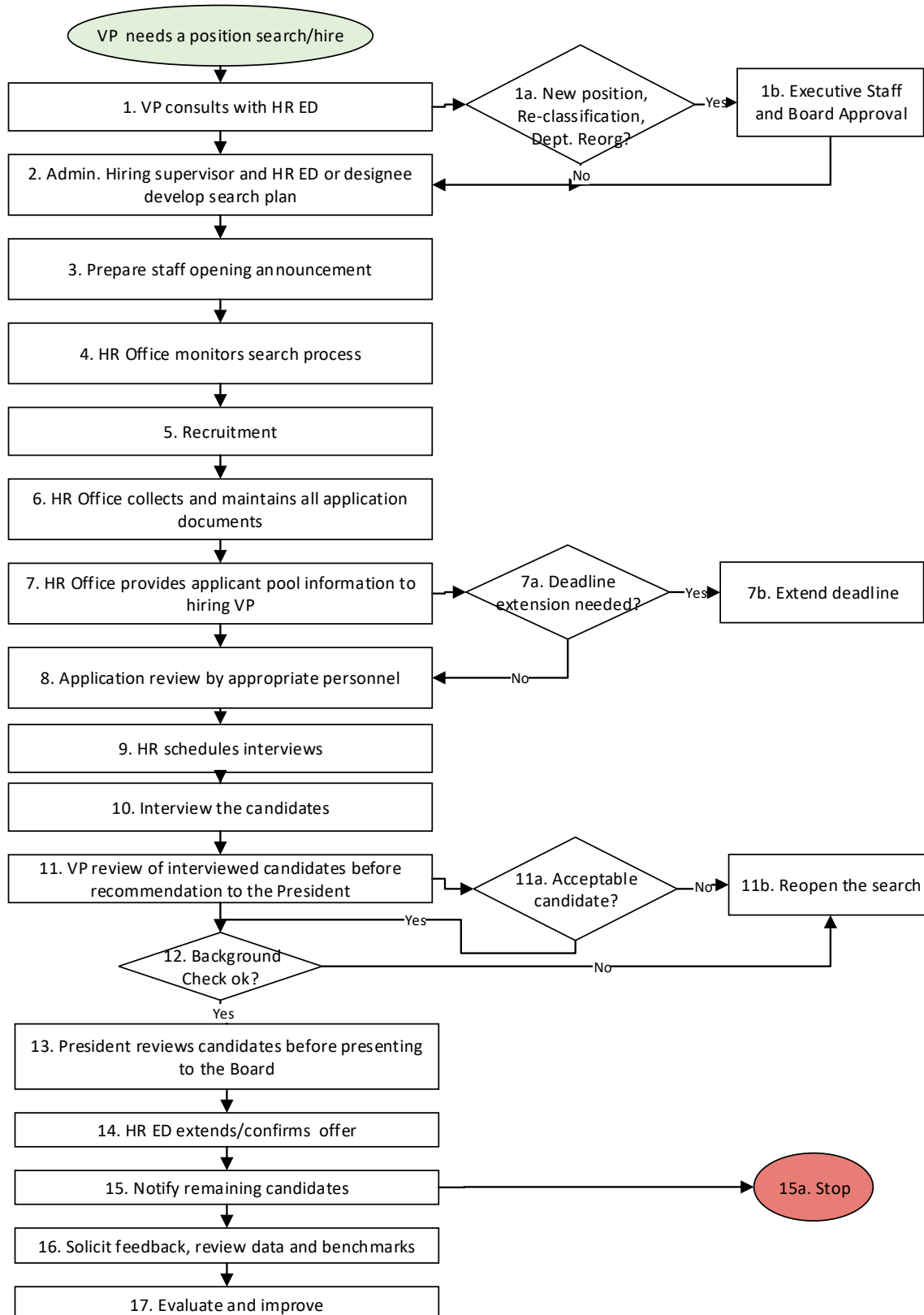
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which candidates are acceptable in terms of strengths and weaknesses. Committee members have the opportunity to review and sign the summary.

9. The HR Office schedules the interviews.
10. The candidates are interviewed. During the interview, arrangements may be made to allow candidates to meet with other staff members who are directly concerned with the position the candidate is interviewing for.
11. The VP reviews the application files of the interviewed candidates and the Search Committee evaluation files before making a recommendation to the President. In addition, the VP reviews the reference information which has been collected by the ED HR or designee, with respect to the identified finalists.
 - a. *Is the candidate acceptable? The VP determines this.*
 - b. *If No, the VP is unable to make a recommendation from the list of candidates that are acceptable to the Search Committee, the VP meets with the Search Committee to expand the list of acceptable candidates and therefore, reopens the search. Credentials of the recommended candidates are verified.*
If Yes, the candidate is acceptable, proceed to step 12.
12. Is the background check okay?
If Yes, the candidate's background check is okay, proceed to step 13.
If No, the candidate's background check is not okay, proceed to step 11b. The search can be reopened.
13. The President reviews the candidates for appointment, prior to presenting a recommendation to the Board of Trustees.
14. The ED HR or designee extends and/or confirms offers of employment in writing with prospective employees.
15. Remaining candidates are notified by the HR Office of the final selection.
 - a. *The process stops.*
16. HR receives and reviews input for process enhancements, based on solicited feedback, data, and benchmarking.
17. HR evaluates and improves the process and its performance.

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2. Complete document table provided below to indicate any policies, forms, records, logs, etc. that are essential to the process described above.

Documents and Database or Location Where Documents Are Found
1. College Policy 210 for Administrative/Professional Staff Hiring

3. At what point(s) in the process is data/information recorded or logged? How, when, and by whom is data analyzed and used?