

GADSDEN STATE COMMUNITY COLLEGE
HIRING PROCESS FOR FULL-TIME POSITIONS
(NOT FOR TEMPORARY OR INTERNAL POSTINGS)

The purpose of this policy is to provide for consistency, structure, and fairness in the hiring process for full-time positions, and to ensure compliance with the Alabama Community College System Board of Trustees Policy and Procedure 602.02: Posting and Hiring.

1. ___ The job announcement will be developed from the position job description.
 ___ The appropriate administrator and the President will approve the job announcement.
 ___ If this is a new position, it must have Chancellor approval from ACCS. Once the President has approved, HR will email Finance.

2. Job announcements will be posted and distributed:
 ___ Sent to all employees via e-mail and posted on the College and ACCS websites for at least seven (7) calendar days. All vacancies involving jobs which are supervisory, managerial, or newly created shall require posting of at least 14 calendar days.
 ___ Sent to the Alabama Career Center via email to place on their website.
 ___ Additional advertising or distribution may be utilized as needed.

3. ___ All application materials will be received by the Human Resources Office.

4. ___ An Advisory Committee may be appointed by the President.
 ___ The Committee will:
 ___ Develop the Qualifications/Verification Form from the job announcement for each position.
 ___ Develop the interview questions.
 ___ Screen applicants for minimum qualifications and other application requirements.
 ___ Only qualified applicants will be considered for positions. If the Committee determines that there are more than seven (7) qualified applicants, the Committee may conduct a preliminary screening of these qualified applicants to determine a “reasonable number” for interviews. This “reasonable number” may be up to seven (7). If there are less than seven (7) qualified applicants, all qualified applicants may be invited to interview.
 ___ Testing scheduled for candidates on the E salary schedule.

5. ___ The Committee will conduct interviews and determine finalists.

6. ___ If the job announcement is being used to fill **one position**, the Committee is to Recommend up to **three (3)** applicants to the President who **best** match the requirements of the job. If the job announcement is being used to fill **more than one position**, the committee is encouraged to recommend **at least two (2) applicants per position**. **If three or fewer qualified applicants apply, all qualified applicants must be submitted to the President. All recommendations to the President must be in alphabetical order.**

7. Finalists Interviews:
 - _____ Finalists will be interviewed by the appropriate administrators and the Dean.
 - _____ The President may choose to interview finalists for any position.
 - _____ The Human Resources Office will verify references for finalists.

8. _____ The Dean will make a recommendation regarding an employment decision to the President with appropriate justification based on the applicant materials, interview, and references.

9. _____ The President will notify the Human Resources Office regarding the employment decision. The committee's recommendation is not binding, and the President may appoint any of the qualified applicants for the position, or the President may elect not to hire any of the applicants and instead close the search and/or repost the position.

10. _____ A copy of the completed Qualifications/Verification Form, Request to Hire memo, job description, and job announcement will be added to the personnel file of the selected applicant.
 - _____ HR will notify the clerk responsible for generating the ID Badge and Parking Hangtag of the selected applicant's name and date of orientation (for external hires).
 - _____ A written justification of employment by the President will be completed and maintained in the search file.
 - _____ The Applicant Reporting Form will be completed and maintained in the search file.

11. _____ Employees will be notified via e-mail if a position has been filled.
 - _____ Applicants will be notified in writing of the President's decision (after the selected candidate has begun the position).