

E-2a

PROCEDURE

Hiring Processes & Procedures

The Vice President for Human Resources (VPHR) coordinates all hiring activities for the College.

Position requisitions will be submitted by the responsible administrator for consideration and routed for administrative approval in accordance with College policy supporting access, equity, equal opportunity and fair employment policies and practices.

The Human Resources staff will:

1. Complete recruitment activities.
2. Review and conduct screening of applications.
3. Oversee interview and candidate selection. (E-2b).
4. Conduct a review and approval of recommendations to hire from divisions.
5. Conduct background and reference checks.
6. Extend offers of employment and process employment acceptance and onboarding of new employees.

Recruitment

All prospective employees of Southeast Community College must meet minimum qualifications and accreditation standards if applicable, including state and federal regulations pertaining to specific positions, as defined within each job description.

Review and Screening Applicants

All applications will be reviewed for minimum qualifications based on the job description for the position. Applicants meeting the minimum qualifications will be forwarded to the interview team for additional screening, review, and consideration.

Interviews and Candidate Selection/Recommendation to Hire

Interview formats are approved by Human Resources and support access, equity, equal opportunity and fair employment policies and practices. Division interview teams will select top candidates and conduct interviews. Interview team chairs will submit interview questions to the designated office for review and approval.

Following the interview process, the responsible administration will submit a “recommendation to hire” to Human Resources. The Human Resources office will conduct a final review and approval of the recommendation.

Extending Offers/Acceptance

The Vice President for Human Resources or delegated employee will extend an offer of employment to approved candidates. Upon acceptance of employment, new employees will complete New Employee Orientation.

Employee Credential Verification

Newly hired employees will be notified by the Human Resources Office that credentials and transcripts will be required within thirty (30) calendar days of their start date for those positions which require them as a part of the minimum qualifications. For employees other than faculty, the position description will define the minimum academic credentials required and the essential skills for the position. The Human Resource department will also review and make a determination for situations where credentials/transcripts are not able to be obtained. Such a determination will be reflected in the employee's electronic personal file.

Employees who fail to submit credentials/transcripts to the Human Resources Office within thirty (30) calendar days, will be placed on a thirty (30)-day credential probation. Upon expiration of the credential probation period, the employee shall be suspended without pay pending receipt of the credentials/transcripts.

Any and all work experience, training, tested experience, or dual credit credentials used to qualify a new employee may be verified. The Human Resources Office will collect the verifications and document the information within the employee's electronic personnel file.

For faculty employees, the following credentials typically require official verification:

1. Minimum education and work experience requirements which are listed in the job description and advertised during the recruitment process
2. Additional education and work experience that was pivotal in the individual's selection for employment or status change over other candidates
3. Any certifications, licenses, or other competencies requested by the Human Resources Office or other college administrators
4. Unique experience and demonstrated competencies that have been substituted for advanced academic preparation include the following: dual credit courses, credit for prior learning experiences, direct work-related experiences, training, or tested experiences gained through a combination of previous teaching or certifications earned in the subject matter of teaching assignment as assigned by the respective Academic Dean



COLLEGE POLICY

PERSONNEL

5. Any additional education, skills, or credentials obtained while employed at the College

Any updated credentials (e.g., renewed licensure or certifications, documentation of special training) may be reviewed and verified upon receipt and the Human Resources Office will file the documents in the employee's electronic personnel file.

Faculty may be consulted by HR in the evaluation of credentials and provide feedback/input regarding exceptions to this policy as well as professional development plans to ensure a faculty's future compliance with this policy.

Related Policy: E-2

Admin Team Adopted: 10/21/22

Reviewed: 02/05/19, 4/22/20, 08/09/21, 10/29/21, 10/21/22

Next Review: TBD

Web link:

Tags: human resources responsibilities

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