

3.1.1 Recruitment and Hiring of Faculty and Staff Members

Policy Tracking	Date
Approved	
Revised	March 11, 2019
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I. Procedures for filling full-time positions are as follows:

- A. Upon the need to fill a vacancy, the Position Description for that position shall be reviewed by the hiring supervisor and if needed, revised to reflect the current job duties. The final Position Description must be approved by the hiring Vice President.
- B. The requesting supervisor shall submit a completed Position Request Form to Human Resources Department with all appropriate approvals.
- C. The College is an Equal Employment Opportunity Institution. The use of discriminatory practices in employment, promotion, and salary determination or contract renewal is prohibited. Individuals submitting applications to the College must meet the core requirements and minimum qualifications to be considered for a position. The employment and assignment of all College personnel shall be solely based on qualifications and without regard to race, color, religion, gender, national origin, age, disability, or sexual orientation.
- D. All full-time positions may be posted internally on the College website prior to external posting to the general public. If a sufficient pool of qualified internal applicants exists, the President may waive the requirement for external advertisement. For purposes of this policy, internal staff applicants are defined as all staff employees (full-time and part-time) who are currently employed and have worked at the College for at least twelve months prior to the time the job opening is posted. Internal faculty applicants are defined as all faculty (full-time and part-time) who have worked at the College at least one semester in the twelve months prior to the time the job opening is posted. The President may waive the job posting requirements if it is in the College's best interest and if the posting requirements could adversely affect the College's efficient operation. Nothing herein shall be construed as to restrict the President's right to reorganize the College, re-classify a position or promote/demote an employee.
- E. The Human Resources Department will document receipt of all solicited applications. The Human Resources Director will maintain all voluntary applicant information, to include the Selective Service and Equal Employment Opportunity Information from the College application.
- F. It shall be the policy of the College, in accordance with NC General Statutes, that, in appreciation for their service to this state and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, a preference shall be awarded to all eligible veterans and their spouses who are citizens of the State and who served the State or the United States honorably in either the army, navy, marine corps, nurses' corps, air corps, air force, coast guard, or any of the armed services during a period of war.
- G. After the deadline for receipt of applications, the Human Resources Director will forward all applications received to the appropriate Vice President or to his/her designee. Applications may be pre-screened, if requested by the Vice President.
- H. The Vice President or his/her designee will determine the selection process, which may include using an interview team. If the position is funded by an endowment, either in part or in whole, an interview team must be utilized and must include the President of the Blue Ridge Community College Educational Foundation Board of Directors.
- I. Applicants who are selected and participate in an on campus interview process will be considered candidates for employment. The Vice President or his/her designee will schedule interviews with selected candidates. Each member of the interview team will be briefed on the legal aspects of the interview process. Specific job related or qualification based questions shall be asked of each candidate interviewed. Position descriptions are made available to the applicant on the College's Web site prior to the application deadline. Commitments to or quotations of salary will not be made during interviews.
- J. The President reserves the right to interview the final successful candidate recommended for any of the following College positions: Chair, Dean, Director, Associate Vice President and/or Vice President.
- K. Reference checks are typically made by the Vice President or his/her designee prior to an offer of employment. Candidates for employment provide a minimum of three persons as references about their previous employment experiences. Questions used should ask the reference to describe their relationship (such as former supervisor, co-worker, etc.) between themselves and the candidate. Questions should be asked about daily routines, work performance, attendance, professional behavior, leadership

qualities, time management, work effectiveness, interpersonal skills, etc. Please contact the Human Resources Department with further questions.

- L. Employment verification shall be conducted on the successful candidate by the Human Resources Department.
- M. After all due diligence is complete on a hiring candidate, a salary computation will be created and submitted to the respective hiring division Vice President. Approval must be given at the division level through the Office of the President. Following final approval, the Human Resources department will make an offer to the hiring candidate.
- N. After the candidate accepts employment with the College, the Human Resources Department will contact the other candidates who were interviewed via telephone and/or email to inform them of the College's selection decision.
- O. After communicating to the candidate, the Human Resources department will communicate to the appropriate personnel and inform them of the candidate's response. Provided the candidate accepts the position, a start date will be determined for the new hire's beginning of employment.
- P. An applicant's or employee's criminal conviction history may indicate that the applicant or employee may not be eligible to work for BRCC. Therefore, a criminal records check of an individual's county, state, and a national criminal and sex offender history will be conducted on all applicants for employment (full and part-time) who accept an offer of employment or re-employment. For this purpose, re-employment is defined as a lapse of employment exceeding 12 consecutive months.

II. Procedures for filling part-time positions:

- A. The Vice President and the Human Resources Director shall devise a plan for recruitment based on the nature of the position.
- B. The appropriate Vice President shall ascertain that funds are available for employment.
- C. An applicant's or employee's criminal conviction history may indicate that the applicant or employee may not be eligible to work for BRCC. Therefore, a criminal records check of an individual's county, state, and a national criminal and sex offender history will be conducted on all applicants for employment (full and part-time) who accept an offer of employment or re-employment. For this purpose, re-employment is defined as a lapse of employment exceeding 12 consecutive months.