



COLUMBUS TECH

CTC Procedure: Recruiting and Hiring

Vacant positions shall be filled by selecting the best-qualified applicant on the basis of merit.

Columbus Technical College is an affirmative action/equal opportunity employer. The College is committed to promoting a diverse workforce that is representative of the people of Georgia and to providing maximum opportunity for internal mobility within the organization. Affirmative action means taking active steps to ensure that women, racial minorities, persons with disabilities, disabled Veterans and Veterans of the Vietnam Era are well represented in our workforce.

Columbus Technical College shall conduct all recruitment activities in accordance with Statement of Equal Employment Opportunity and all other applicable laws, rules, and regulations. Columbus Technical College shall not discriminate against any employee or applicant for employment in the recruitment, hiring, promotion, demotion, transfer, layoff or termination, rate of pay, selection for training, or for any other reason on the basis or religious opinions or affiliations, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, race, color, creed, national or ethnic origin, disability, sex, age, or citizenship status (except in those special circumstances permitted or mandated by law).

PROCEDURE:

I. Full-Time Employees

The Hiring Process of Full-Time Employees has been developed to:

- Ensure that all applicants are screened appropriately for minimum qualifications;
- Ensure that all qualified applicants are interviewed and given equal and fair consideration;
- Protect Columbus Technical College and the Technical College System of Georgia from potential liability under EEOC;
- The president is obligated to attain the Commissioner's permission to hire direct reports (full-time, part-time, or interim) via the SBI.F.2 form.
- Other related reasons.

1) VP to submit electronic approval form with job posting, interview questions, interview rating sheets, interview panel and chair, to Vice President of Administrative Services (VPAS) for budget approval

- If approved, VPAS sends approval form to President for approval
 - If approved, President sends approval form to HR for posting
 - If not approved, President will communicate reasons and inform VP of reason for denial
- 2) HR Manager will contact the Vice President, or Director, and discuss recruitment needs, strategy, and where each position will be posted. All positions will be posted on the CTC Jobs website and will be submitted to the Georgia Department of Labor unless internal only. Depending on the position, need, and department requests, the posting can, by agreement, appear in other recruitment arenas such as Indeed.com, CareerBuilder.com, professional publications or journal, or other specific avenues as appropriate, taking cost of doing so under advisement regarding position vs. cost. HR Manager will make contact within 3 business days.
 - 3) HR will post positions for a 5 day minimum, 15 day maximum (No more unlimited closing dates)
 - If applicant is not chosen from job posting after initial 15 day period or there are no applications for position, it may be extended or reposted..
 - Only applicants with completed forms will be set up for interviews. (Exception: Transcripts)
 - Applicants will have a maximum of 10 days from the date of application to submit an official transcript or proof of request for transcript to HR via website or walk-in
 - No faculty will be hired without official transcripts
 - 4) After closing date of position, HR will initially screen qualified applicants. Supervisor (VP, Director, etc.) will no longer pre-screen applicants. Those meeting minimum requirements will be forwarded to Supervisor (VP, Director, etc.) with priority of scheduling interviews accordingly.
 - 5) HR will have 3 – 5 business days from the date of close to send list of qualified applicants based on the job posting to Supervisor (VP, Director, etc.).
 - 6) Supervisor (VP, Director, etc.) will ensure Chair of Interview Panel schedules interviews within 3 – 5 business days from date of receipt from HR. (Interviews based on workload of Interview Panel)
 - 7) Once interviews are completed, Chair of Interview Panel will have 3 – 5 business days to select top 2 candidates and submit all documentation (i.e. application, resume, cover letter, transcript, interview questions, ranking sheets, all interview notes) to Human Resources Manager who will then check references and verify employment of top 2 candidates prior to scheduling Presidents 2nd interview.
 - 8) Human Resources Manager will have 3 – 5 business days to complete employment verification and reference checks from date of receipt from Chair of Interview Panel. Once complete, Human Resources Manager and President's Office will schedule 2nd interviews and contact applicants with date(s) and time(s) available.

- 9) Once all interviewing is completed, President's office has 3 – 5 business days to return all documentation to HR to begin new hire paperwork on selected applicant and send out non-selection letters to all other applicants
- 10) HR will contact selected applicant(s) in order to start hiring process and send out formal offer letter contingent on completion of all documentation. HR will submit denial letters to those not selected. Once all paperwork has been processed, HR will contact applicant with start date.
- 11) Once Hiring process is complete and date of hire has been established and letters to those not chosen have been mailed, etc. An announcement welcoming the new employee may be sent out by the President via the Employee Newsletter.
- 12) All Full-time Employees will begin employment on the 1st or 16th of the month.

II. Part -Time Employees: Non-Adjunct

- 1) VP to submit electronic approval form with job posting, interview questions, interview panel and chair, to Vice President of Administrative Services (VPAS) for approval
 - If approved, VPAS sends approval form to HR for posting
 - If not approved, VPAS will communicate with VP the reason of denial
- 2) HR Manager will contact the Vice President, or Director, and discuss recruitment needs, strategy, and where each position will be posted. All positions will be posted on the CTC Jobs website and will be submitted to the Georgia Department of Labor unless internal only. Depending on the position, need, and department requests, the posting can, by agreement, appear in other recruitment arenas such as Indeed.com, CareerBuilder.com, professional publications or journal, or other specific avenues as appropriate, taking cost of doing so under advisement regarding position vs. cost. HR Manager will make contact within 3 business days.
- 3) HR will post positions for a 5 business day minimum, 15 business day maximum (No more unlimited closing dates)
- 4) If applicant is not chosen from job posting after initial 15 day period or there are no applications for position, it may be extended or reposted.
- 5) Only applicants with completed forms will be set up for interviews. (Exception: Transcripts)
- 6) Applicants will have a maximum of 10 days from the date of application to submit an official transcript or proof of request for transcript to HR via website or walk-in
- 7) No faculty will be hired without official transcripts
- 8) After closing date of position, HR will initially screen qualified applicants. Supervisor (VP, Director, etc.) will no longer pre-screen applicants. Those meeting minimum

requirements will be forwarded to Supervisor (VP, Director, etc.) with priority of scheduling interviews accordingly.

- 9) HR will have 3 – 5 business days from the date of close to send list of qualified applicants based on the job posting to Supervisor (VP, Director, etc.).
- 10) Supervisor (VP, Director, etc.) will ensure Chair of Interview Panel schedules interviews 3 – 5 business days from date of receipt from HR and report back to HR with list of those scheduled. (Interviews based on workload of Interview Panel.
- 11) Once interviews are completed, Chair of Interview Panel will check references and verify employment of applicant selected and return all documentation (i.e. application, resume, cover letter, transcript, interview questions, ranking sheets, all interview notes) to HR within 3 – 5 business days to begin new hire paperwork on selected applicant and send out non-selection letters to all other applicants
- 12) HR will contact selected applicant(s) in order to start hiring process and send out formal offer letter contingent on completion of all documentation. HR will submit denial letters to those not selected. Once all paperwork has been processed, HR will contact applicant with start date.
- 13) Once Hiring process is complete and date of hire has been established and letters to those not chosen have been mailed, etc. An announcement welcoming the new employee may be sent out via the Employee Newsletter.

III. Part -Time Employees: Adjunct Faculty

- 1) VP to submit electronic approval form with job posting, interview questions, interview panel and chair, to Vice President of Administrative Services (VPAS) for approval
 - If approved, VPAS sends approval form to HR for posting
 - If not approved, VPAS will communicate with VP the reason of denial
- 2) HR Manager will contact the Vice President, or Director, and discuss recruitment needs, strategy, and where each position will be posted. All positions will be posted on the CTC Jobs website and will be submitted to the Georgia Department of Labor unless internal only. Depending on the position, need, and department requests, the posting can, by agreement, appear in other recruitment arenas such as Indeed.com, CareerBuilder.com, professional publications or journal, or other specific avenues as appropriate, taking cost of doing so under advisement regarding position vs. cost. HR Manager will make contact within 3 business days.
- 3) HR will post positions for a 5 business day minimum, 15 business day maximum (No more unlimited closing dates)

- If applicant is not chosen from job posting after initial 15 day period or there are no applications for position, it may be extended or reposted.
 - Only applicants with completed forms will be set up for interviews. (Exception: Transcripts)
 - Applicants will have a maximum of 10 days from the date of application to submit an official transcript or proof of request for transcript to HR via website or walk-in
 - No faculty will be hired without official transcripts
- 4) After closing date of position, HR will initially screen qualified applicants. Supervisor (VP, Director, etc.) will no longer pre-screen applicants. Those meeting minimum requirements will be forwarded to Supervisor (VP, Director, etc.) with priority of scheduling interviews accordingly.
 - 5) HR will have 3 – 5 business days from the date of close to send list of qualified applicants based on the job posting to Supervisor (VP, Director, etc.).
 - 6) Supervisor (VP, Director, etc.) will ensure Chair of Interview Panel schedules interviews 3 – 5 business days from date of receipt from HR and report back to HR with list of those scheduled. (Interviews based on workload of Interview Panel)
 - 7) Once interviews are completed, Chair of Interview Panel will check references and verify employment of applicant selected and return all documentation (i.e. application, resume, cover letter, transcript, interview questions, ranking sheets, all interview notes) to HR within 3 – 5 business days to begin new hire paperwork on selected applicant and send out non-selection letters to all other applicants
 - 8) HR will contact selected applicant(s) in order to start hiring process and send out formal offer letter contingent on completion of all documentation. HR will submit denial letters to those not selected. Once all paperwork has been processed, HR will contact applicant with start date.
 - 9) Once Hiring process is complete and date of hire has been established and letters to those not chosen have been mailed, etc. An announcement welcoming the new employee may be sent out via the Employee Newsletter.
 - 10) All adjuncts have 30 days from the first day of current semester of which they are teaching to sign a Temporary Adjunct Faculty Agreement in order to continue employment with Columbus Technical College.

IV. Interim Positions: Appointment Process

- 1) The President has the authority to appoint a full-time employee to an interim position. Interim positions are temporary assignments typically caused by a transitioning member of the leadership team.
- 2) Interim positions will stay in place until the vacancy is filled.
- 3) The President also has the authority to replace interim assignments when necessary.

Approved: LBoD: 8-14
Responsible: Vice President Administrative Services
Review Date: 2020