

Employment

Fall 2005/Revised Spring 2006

Determine Position Status

If a new position

- Supervisor receives President's approval
- Supervisor and HR work together to submit a job description that covers the duties and responsibilities of the new position
- Along with the job description, HR submits a New Position/Reclassification/Change Form (HR98-which includes budget information) to System HR Office
- All new positions should be approved and created in PeopleSoft through the KCTCS System HR office prior to advertising

If an existing position

- Obtain approval at College level
- Does not require approval from the System office to fill
(*Except for those requiring approval due to the incumbent's option to utilize a Transition or other Incentive Program/TIP.*)
- Update job description, as needed

If a temporary position

- Does not require System Office approval
- Does not require advertisements, or search committees but are encouraged
- If advertised, follow the below advertising guidelines
- If interviews are held, follow the search committee/interview guidelines below
- Part-time positions (both temp and regular) are not required to advertise. However, in the event a part-time regular position later becomes regular full-time, you would have issues with recruiting

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Advertising Position

- Supervisor notifies HR of vacancy and requests position to be advertised/filled
- Upon approval, HR composes the ad according to the job spec/JAQ on file
 - Advertisements should state the official job title
 - Essential job qualifications and preferred qualifications should be clearly stated
 - All ads for staff positions should state “or equivalent” after the minimum required education and experience
 - A “closing date” of no less than ten workdays from the date of last publication should be listed
 - All advertising media must contain the KCTCS affirmative action statement
- HR forwards ad draft to supervisor for review/comments/changes/approval
- Final ad approved by appropriate office(s)
- HR contacts ad agency/publications to place ad in upcoming publications

External Advertising

All *regular (exempt and non-exempt)* positions are required to be advertised

Must be advertised a minimum of one time in the largest circulation day of the local paper available

Display ads are preferred but not required due to cost

Other publications may be advertised in upon request

Exempt positions are encouraged to be advertised as above plus and be advertised a minimum of one time in one regional paper (ex: Chronicle of Higher Ed, Evansville Courier/Gleaner, and Owensboro Messenger Inquirer)

All positions ...

Should be advertised in minority publications when available (Ex - Louisville Defender) for a minimum of 10 working days. Notice should be sent to the local Employment Office in hard copy or electronically prior to or simultaneous to the appearance in the newspaper.

These are minimum requirements for recruiting. Additional advertising media may be needed to successfully recruit for positions that are difficult to fill. The KCTCS System HR Employment staff is available to consult with local colleges on additional recruiting sources available.

- Proofs/estimates are received
- HR reviews text for approval, forwards to supervisor w/ estimated costs
- Supervisor either approves the ad or revises the ad to reduce advertising costs
- HR sends approval or changes to ad agency's/publications
- Ad runs in designated publications

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- Job posted internally
 - Internal advertising
 - Post in a prominent location at each college including a location at each branch, preferably on at least one campus centralized bulletin board where all college employees will have available access (if possible multiple boards should be utilized)
 - Distribute electronically to all other KCTCS colleges (currently email selection on global email that automatically distributes to all these respondents, SO KCTCS Job Postings Recipients) and all college employees
 - System HR Office will place on the KCTCS website
 - Place on the local college website if available

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Open Job File

- HR creates a job file
- HR receives/collects resumes/application
- If no application is received, HR sends letter or e-mail to applicant requesting completed application and voluntary self disclosure statement

Once position closes

For Staff Vacancies

- HR does an initial review of the pool for respondents meeting or exceeding minimum requirements
 - Those that do not meet minimum requirements are not forwarded
- Director of Cultural Diversity reviews pool of applicants to ensure adequate minority representation is present
 - If not, refer to other sources to seek additional candidates
- Referrals forwarded to supervisor to begin selection process
 - "Late" applicants ... any applications/resumes received after the advertised "close date" should be given equal consideration until interviews have started/been scheduled

For Faculty Vacancies

- Credentials/application file will be evaluated by the Academic Unit and the Director of Cultural Diversity
- Applications/resumes will be retained in HR for review by the hiring official/committee

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Search Committees / Interviews

- Supervisor forms a search committee
 - The committee should have a minimum of three members
 - The committee should include representation from the Diversity Learning Community
 - Committee identifies specific skills/abilities required to perform the tasks, tools, equipment, work aids required
 - This criteria should be used in evaluating the applications
- The committee should reach consensus as to which candidates to interview
 - Entire Search committee reviews applications for requirements/skills
 - The number of applicants selected for interview will vary based on the size of the pool
- A list of questions should be compiled by the committee that addresses customer service, communication, learning centeredness, teamwork, etc.
 - It is critical to the interview process that all applicants are asked the same questions
- Interviews are scheduled by the supervisor/chair of search committee
 - Interviews to be held at the respective campus or other KCTCS facility
 - Hotel/motel rooms/private homes are not acceptable alternative interview sites
 - All interviews should be conducted with *all* committee members present
 - What if someone cancels? Make every attempt to reschedule
 - Travel exp reimbursement? Decided by the individual college based on KCTCS procedure on allowable reimbursement expenses
- Selection committee selects the best candidate to hire, based on experience & education
- A member of the selection committee conducts reference checks on selected candidate(s)
 - Reference checks are required before a job offer is made
 - All checks should be made by the same member of the committee
 - Before contacting previous/current employers, be sure the applicant has indicated YES on the application giving permission
 - Only questions related to the essential job functions are allowed
 - Reference checks should be documented and only for the use of the committee
- Selection committee notifies HR with a recommendation to hire
 - HR meets with the President to receive approval of committee's selection
- HR performs background check on selected applicant
- HR prepares salary quote
 - Salary should be based upon the individual's related education and experience in accordance with the compensation plan
 - The intent is to determine a fair and equitable salary without causing internal equity problems
 - HCC has the authority to offer a salary that is less than or equal to the midpoint, as long as it does not create internal equity issues and the budget can support the amount
- President finalizes salary and starting date for all new employees

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- Any salary above midpoint requires approval from the HR System Director and/or Chancellor
- To request approval for quotes above midpoint ... fax the salary quote form and/or memo requesting and justifying action, along with the application for the candidate to the system office HR
- Upon approval, HR notifies the college HR Director
- Supervisor makes a verbal offer to the candidate
 - Salaries should be quoted by semi-monthly rate **do not quote an annual salary amount*
- Upon verbal acceptance, President's Office prepares Employment Letter and sends to candidate
 - Included is information re: I-9 documentation
- Supervisor calls all candidates that have been interviewed but not selected to notify them the position has been filled
- Supervisor sends out an e-mail to the campus community notifying them the vacancy has been filled and give the employee's name, hire date and some background information about the new hire
- HR will post new hire information on the HR web page and provide information for the *Green Street Journal*

Closing the job file

- HR sends out letters to all applicants thanking them for their interest in KCTCS
- HR completes affirmative action form
- HR closes job file

New Hire Paperwork

- Supervisor schedules an appointment with HR for new hire to complete paperwork
- New hire reports to work

New Hire Orientation

- New employee orientation is organized and implemented through the collaborative effort of the President's Office, HR and Professional Development.