Section: Policy Statement – Personnel

Subject: Recruitment and Hiring Policy

**Purpose:** To provide guidelines in recruiting, announcing position vacancies, and hiring.

**New/Revised:**

**Board Adoption Date:** July 10, 2000

1. Job announcements will be based on the job description and will contain the following components: title, qualifications, primary duties, salary range, requested application materials, application deadline and time-base (i.e., hourly, part-time, full-time). A statement that the job is not a State position should be included.

   Classification and starting salary will be determined by the University Center Executive Director after consultation with the department manager and consideration of the incumbent's classification and/or similar positions.

2. Announcements for all positions to be advertised must be reviewed by the Administrative Assistant to the Executive Director before the announcement is printed.

   The hiring unit or selection committee shall maintain a file of the following materials:

   a. A copy of the proposed job announcement.
   b. A list of the recruitment resources to be used (mailing lists, professional conventions and publications).
   c. The names of the selection committee members.
   d. A list of proposed interview questions.

3. All vacancy announcements will be posted in the Director's Office and advertised in the local newspaper or newspapers. When deemed appropriate by the University Center Executive Director, management or high-level staff positions may be announced regionally or nationally through professional publications and associations.

4. To ensure sufficient response time, the following minimum recruitment periods are recommended:
a. Local recruitment - application deadline will be at least fourteen (14) calendar days following the first publication of the vacant position.

b. Regional and national recruitment - application deadline will be at least thirty (30) calendar days following the first publication of the vacant position.

5. All application materials will be sent to the University Center Director's Office. The Administrative Assistant will maintain a log of the name, address, and phone number of each applicant and a notation of the date the materials were received. The University Center expects application materials to be received by the date and time specified in the announcement and may not accept materials that are postmarked by the closing date, but received after it.

6. Whenever possible, a selection (or search or screening) committee of at least three people will be used for filling vacancies.

   Each member of the selection committee will review the credentials of each applicant.

   On-campus interview should be scheduled for the top candidates whenever possible. The number of candidates interviewed by the committee may vary with the level of the job, applicant pool and other factors; however, a minimum of two applicants must be interviewed except in the extraordinary circumstances. Telephone interviews may be used selectively, if more than one committee member participates.

   Candidates must be allowed comparable opportunities to demonstrate their qualifications. Therefore, they should be interviewed under similar conditions and schedules, and asked the same interview questions, engaged in similar discussions, or asked to give similar presentations.

7. When the selection committee is ready to make a recommendation for hiring, the chair of committee will submit appropriate materials to the University Center Executive Director for review. After review and approval, the Executive Director will make the offer of appointment.

8. If an appointment must be made on short notice because of any accident, death, unexpected health problem or complications of similar dimension, the position may be filled on a temporary basis, with the approval of the University Center Executive Director.
9. All formal records relevant to the hiring process must be retained for two (2) years following the acceptance of the appointment. If action is taken to challenge a hiring decision, the file will be maintained until the action is closed.

All pre-employment papers are confidential, including letters of recommendation, hand-written interview notes, ranking forms, and reports.

10. The principals of equal opportunity and non-discrimination will be observed in recruiting for and selecting all employees.