

## Hiring Guidelines

Responsible Unit: Finance and Operations, Human Resources

Reference: KCTCS Administrative Policy 2.18 Hiring

The following procedures are to be followed when filling a full-time faculty or staff position or a regular part-time staff position with BCTC.

1. The College President is notified of vacancy with letter of resignation or retirement, or the President creates a new position. The Department Vice-President completes an "Approval to Fill" form and submits the form to Human Resources for review. Upon completion of the HR review, the "Approval to Fill" request is forwarded to the college CFO for budget review. Requests to fill a vacancy are then made with the assistance of the Leadership Executive Team (LET). Final approval to fill a vacant position is made by the President and HR is notified of the approval.
2. Human Resources will work with the hiring supervisor to complete an updated Job Analysis Questionnaire (JAQ) and HR98 if necessary for the vacant position.
3. The Vice President will confer with the hiring supervisor and make a recommendation via email to the college President for an Interview Committee. In most cases, the supervisor of the position will serve as the chair of the Interview Committee. Representatives will be notified via email by the President of their selection to serve on an Interview Committee. This email will include the charge to the committee from the President.
4. The Interview Committee should consist of three to seven representatives. The majority will be faculty or staff in the same unit as the vacant position with one or two employees from outside the department or from the community. Every effort will be made to create committees that appropriately represent the diversity of the college. Representatives from outside the college may serve on committees when greater knowledge of the subject matter is required. Senior staff position committees may have more than seven members.
5. Human Resources will post the vacancy on the KCTCS and BCTC websites via our applicant tracking system MyCareerNetwork.com and KentuckyWorks.com. Additional advertising through newspapers and other publications can be placed by Human Resources as needed with the appropriate budget approval from the CFO and Department Vice-President. The job announcement is advertised for a minimum of ten (10) working days and may have a closing date included or be left open until a recommendation to hire is approved by the President and candidate accepts the position.

6. Applications for employment are screened for minimum qualifications specific to each job posting through our applicant tracking system. The committee chair has the capability to forward applications electronically to committee members for review via the online system. The committee chair should meet with Human Resources prior to the interviews to review Human Resources guidelines.
7. The Interview Committee will develop a schedule for interviews based on the selected applicants. At least five applicants should be interviewed if qualified. The chair should discuss with Human Resources if the committee wishes to interview fewer than five applicants. Internal candidates are not guaranteed an interview and will only be interviewed if they are qualified and selected by the Interview Committee.
8. The applicants should be given a copy of the position posting and an Agreement, Authorization, and Consent for Release of Background Information and the Summary of Rights under the Fair Credit Reporting Act. The Agreement, Authorization, and Consent for Release of Background Information should be completed before the interview and given to the Committee Chair. The Committee Chair will forward the release along with the applications and resumes to the VP of the Department as required or to the President with the committee recommendations.
9. Interviews are conducted by the Interview Committee. Second interviews, or follow-up discussions, can be used if needed to clarify or gather additional information.
10. Additionally, reference checks may be made by the committee chair at this time if approved by Human Resources. If the committee chair wishes to be involved in reference checks, this should be discussed with Human Resources at the beginning of the process. A reference check form should be used to ensure that appropriate questions are asked.
11. In recommending candidates for hire, the committee chair makes the final recommendation to the President. The Interview Committee is encouraged to work with the interview committee chair to make every effort to agree on the candidates for recommendation. The top three candidates for the position, ranked one through three, should be listed. Fewer may be listed if the committee cannot agree on three. The committee chair should sign the recommendation form.
12. The committee chair must submit to the President, through the functional area VP: the recommendation form, application packets of all candidates interviewed, and any other supporting documentation such as reference checks. The President may choose to approve, request further information from the committee chair, request further interviews, or reopen the search if necessary. If the President approves the top candidate, materials are forwarded to Human Resources.

13. Human Resources will normally complete reference checks after the selection of the top candidate. It is strongly recommended that the current supervisor be contacted. Reference checks may also be done by the supervisor of the position, or in unusual situations, by other members of the committee

14. Human Resources will contact the top candidate recommended for the position for permission to conduct a background check. The President will be given the results of the background check by Human Resources prior to the official hiring.

15. The President or designee, working with Human Resources, the supervisor, or vice-president if appropriate, will determine the salary offer and negotiate hire with the selected candidate. The President or designee confers with Human Resources when the candidate has accepted the position.

16. Human Resources will notify the appropriate personnel including the supervisor when a candidate has been hired. The supervisor is also responsible for the introduction and orientation of the new hire to BCTC.

17. The supervisor should make an appointment prior to or on the first day of employment for the candidate to complete new hire paperwork and benefits orientation with Human Resources.