

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 503: Steps to Request, Screen, and Hire Full-Time Positions

## Request to Fill a New or Replacement Full-Time Regular or Full-Time Limited Position

Step 1: Job Description - The Hiring Supervisor completes a position analysis questionnaire (PAQ) or updates the current job description and forwards it through supervisory channels to the Senior Administrator. HR may be consulted on the wording of minimum requirements to optimize the effectiveness of the recruitment.

Step 2: Executive Leadership Team (ELT) Approval - The Senior Administrator presents the request to the ELT, and if approved, forwards it to HR. The Senior Administrator notifies the hiring supervisor of the decision.

Step 3: Applicant Tracking System - HR identifies the salary range and initiates the approval process for the job vacancy. The job vacancy must be approved in the applicant tracking system by the Hiring Supervisor and all subsequent supervisors through the Senior Administrator before it is approved for posting.

Step 4: Posting and Advertising - HR posts the job vacancy and completes all advertising.

## Screening Steps for Full-Time Positions

A multi-step screening process evaluates the extent to which applicants demonstrate the qualifications and competencies the College determined will facilitate success in the position.

Step 1: Applicant Pre-screening - Applications are pre-screened in the applicant tracking system by HR, or the designee, based on the minimum requirements identified in the job posting. In some cases, a second pre-screening step based on preferred qualifications and/or established competencies approved by HR will be performed.

HR will ensure applicants who meet the requirements for Veterans Preference (Policy 501.08) and meet the minimum requirements of the job posting will be offered an interview.

Step 2: Applicant Screening - Screening Committee members screen applications in the applicant tracking system based on the preferred qualifications and/or other established competencies. The Committee Chair may request to meet with the Committee prior to the screening of applications to review the competencies desired in a candidate and/or develop interview questions. The members indicate in the applicant tracking system whether the applicant should be interviewed. HR will tally the rankings and collaborate with the Hiring Supervisor to determine interviewees.

In some cases, HR may approve to interview the entire pool and bypass Step 2.

Step 3: Screening Committee Interviews - When possible, the Screening Committee should interview at least four applicants to provide a good basis for comparison. HR coordinates the details of the interview.

A HR staff member and the Committee meets before the first interview to discuss the interview approach, review the questions, and respond to any committee concerns.

Interviews are structured to assure objective criteria are used to evaluate applicants’ suitability for hire/promotion. Interview questions are prepared in advance and correlated to the established competencies. Use of an interview rubric (mechanism for scoring applicant responses) is optional but strongly encouraged. In lieu of the rubric, HR may provide alternate screening assessment tools.

The interview for curriculum faculty applicants includes a teaching demonstration.

At the conclusion of the last interview, Committee members discuss each applicant’s demonstrated capability to be successful in the position. The Screening Committee may rank up to three applicants and provide a justification/explanation for the ranking.

Step 4: Second Interviews (when applicable) - The Senior Administrator and President may conduct second interviews with faculty, Deans, Directors and above.

For all other positions the Senior Administrator may request a second interview and make the final decision.

Step 5: Final screening checks (e.g. Reference, Criminal Record Check) – Final checks and screenings are conducted before an offer of employment is made.

Note: Additional screening steps – Screening Committee Chairs and/or HR may add additional screening steps which may include but are not limited to drug testing, credit checks, skills testing, professional assessments, additional interview(s), meet & greets, and/or campus tours. Any additional screening step must have HR approval and requires advance notice to finalists.

## Offer of Employment and Notifications for Full-Time Positions

HR extends a verbal offer and, if the applicant is still interested, follows up with a written Letter of Intent. This offer is contingent upon identified conditions, including approval of the Board of Trustees. Once the completed Letter of Intent has been received by HR, notification will be sent to selected College staff to inform them of the details of the new hire/promotion.

The Hiring Supervisor and Screening Committee are expected to keep the identity of the selected candidate confidential until notified by HR.

Notifications for applicants not selected for hire/promotion are as follows:

* **All applicants:** Notified by HR via the Applicant Tracking System.
* **Interviewees:** HR will personally notify.
* **Internal Applicants:** Supervisor may choose to personally notify. If not, HR will personally notify.

### On-Boarding Process for Full-Time Positions

Step 1: Personnel Action Form (PAF) – HR initiates the PAF. For instructor hires/promotions, the Hiring Supervisor initiates the Credentials Form.

Step 2: Communication - The supervisor maintains contact with the new hire/promoted employee between the time the offer is accepted and the start date to: 1) inform them about their first day, and 2) ensure new hire paperwork is completed by the start date. When a position is filled internally, the Hiring Supervisor, Current Supervisor, and HR will discuss the effective date of the change. When needed, the notification requirements as outlined in the Separation from Employment Procedures (503.10) will be honored.

Step 3: Employee Records - After all required new hire paperwork, official transcripts, credentials, and other documents are received, HR completes the record in Colleague.

Step 4: Notification - After the Colleague record is complete, HR submits a PAF notification to the appropriate individuals/departments regarding the new hire/change. This includes, but is not limited to: HR staff, Hiring Supervisor, applicable administrative assistant, selected Business Services staff, and IT staff. IT creates a work order to establish electronic accounts.

Step 5: President Meeting - The President’s Office will schedule a meeting with the President for all new hires who did not interview with the President previously.

Step 6: New Employee Orientation (NEO) - The employee is expected to attend NEO within the first month of employment/promotion into a new full-time position, if NEO was not previously attended. The Hiring Supervisor will complete a departmental orientation within the first two weeks of employment and send the signed Supervisor Checklist to HR.

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