

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 503: Steps to Request, Screen, and Hire Part-Time Regular Positions (Not Part-Time Limited or Adjunct Positions)

## Requesting, Reviewing, or Replacing a Part-Time Regular 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.

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 – Human Resources (HR) identifies pay 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.

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

## Screening Process for Part-Time Regular 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 Screening - Applications are screened in the applicant tracking system by the Hiring Supervisor based on the minimum requirements identified in the job posting. If there is a large pool of qualified candidates, the Hiring Supervisor identifies a Screening Committee to screen applications based on the preferred qualifications.

Step 2: Interviews - The Hiring Supervisor identifies a Screening Committee which conducts the interviews. The Hiring Supervisor is the Committee Chair and coordinates the interview process including interview paperwork and Screening Committee briefing.

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.

Additional interviews may be required, per the Senior Administrator.

Step 3: Approval to Hire - Based on the input from the Screening Committee, the supervisor recommends a finalist for approval up through the supervisory levels to the Senior Administrator. All documents must be returned to HR at the conclusion of the interviews.

Step 4: Final screening steps (e.g. Reference, Criminal Record Check) - Final checks and screenings are conducted before an offer of employment is made. The Hiring Supervisor completes the reference(s) on the finalist. At least one positive reference is required. The Hiring Supervisor will notify HR to initiate the criminal record check (CRC) process.

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 Part-Time Regular Positions

After the CRC results are received and approved by HR, the Hiring Supervisor is notified. The Hiring Supervisor extends a verbal offer to the finalist and initiates a Personnel Action Form (PAF).

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

* **All applicants:** Notified by HR via the Applicant Tracking System
* **All Interviewees and Internal Applicants not interviewed**: Supervisor must personally notify.

## On-Boarding Process for Part-Time Regular Positions

Step 1: PAF – The Hiring Supervisor initiates the PAF. For hires/promotions, the Hiring Supervisor initiates the Credentials Form, if applicable.

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.

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 Colleague record is completed, HR submits a PAF notification to the individuals/departments regarding the new hire/change. 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: NEO - The employee is expected to attend New Employee Orientation (NEO) within the first month of employment or promotion, 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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