

Yavapai College Recruitment and Selection Guidelines

Recruitment and Selection Guidelines

May 1, 2012

1. Regular Full-time and Regular Part-time Positions

a. Recruitment

- i. A requisition to fill a position must be completed and submitted to Human Resources. The requisition will outline the description of work being completed, the minimum qualifications for the position and preferred qualifications if appropriate. Once appropriate approval signatures have been obtained Human Resources will work with the hiring manager to determine posting details and appropriate recruitment strategies.
- ii. The Human Resources Department will administer a centralized system of recruiting applicants. Efforts will be made to attract suitable qualified applicants for positions at Yavapai College through various recruiting sources. All openings will be posted for a minimum of five (5) working days, unless a waiver is granted by the Director of Human Resources.
 1. Internal postings will be handled through the campus employee notification system.
 2. External postings will be available through the on-line recruitment system.

b. Requirements for employment may include any and/or all of the following items:

1. Application (which includes digital signature authorizing investigation of an applicant's background, references, employment records and other related matters)
2. Resume/Curriculum Vitae
3. Cover Letter
4. Salary History/Salary Requirements
5. Unofficial Transcripts
6. Professional References (persons who can discuss current/prior work performance, skills, working relationships)
7. Other Documents (such as reference letters, student evaluations, certifications, etc.)
8. Supplemental Qualifying Questions

c. Selection

1. A search committee comprised of three or more individuals will be utilized to review the applicants. Exceptions to using less than three persons on a search committee will be considered by Human Resources on a case-by-case basis. The search committee will help the hiring manager determine:

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- a. If the applicants meet the minimum qualifications (degree requirements, certifications, etc.) for the position
 - b. Provide criteria to assist with evaluation/screening the candidate pool to a smaller size (relevant work experience, computer skills, oral/written communication skills, etc.)
 - c. Appropriate interview questions to assess behavioral competencies for the position, developed through close association with Human Resources
 2. The committee will determine the semi-finalists and conduct phone interviews if needed. Finalists will be invited for in-person interviews and will follow appropriate internal travel reimbursement procedures in accordance with state statute A.R.S. 15-1406C.
 - a. In consultation with the Human Resources Department, hiring managers will confer with their supervisors to determine if additional interviews are required as part of the final candidate selection for the position.
- d. Reference Checks/Others
 1. The search committee shall make a recommendation to the hiring manager who will submit the finalist's name to human resources for reference checks to be completed. The College reserves the right to contact references given by the application during the recruitment process as well as those not listed by the applicant.
 2. No offer of employment shall be made to any applicant until closing deadlines are met and a selection process completed. Human Resources makes all employment offers after appropriate documents have been signed. Academic degrees will be verified through submission of official transcripts for review.
2. Temporary Positions may follow any of the above guidelines as determined appropriate for the position.
3. All positions:
 - a. If any applicant has been given an offer of employment and it is learned that they have provided false or deceptive information on the application, they can be terminated from employment.
 - b. If upon hire an applicant has been determined not to have met the minimum qualifications for the position, they can be terminated from the position.
 - c. Current Arizona State Retirement System (ASRS) retirees must follow related rules/restrictions as per ASRS statutes before returning to full time employment.
 - d. The College will also conduct background checks on all future employees and volunteers. The College may also require fingerprinting for sensitive position or in cases required by State or Federal law. A criminal record of convictions does not necessarily preclude an applicant from employment. The College may deny employment to applicants whose criminal history is directly related to the position for which they are applying.