



OPERATIONAL POLICY: 2.29

Operational Policy Owner: Chief Human Resources Officer

Recruitment and Selection

OPERATIONAL POLICY STATEMENT

Yavapai College believes that one of our most important strategic initiatives is to recruit and retain the most qualified staff and faculty. The College offers state-of-the-art learning and teaching environments and as such, seeks faculty and staff with diverse backgrounds who are committed to addressing the ever-changing needs of our communities and our students.

The College operates in compliance with all federal, state and local regulations regarding applicant recruitment and selection.

Yavapai College complies with both The Federal Immigration Reform and Control Act of 1986 and the Legal Arizona Workers Act and will not hire or continue to employ anyone who cannot demonstrate the eligibility to work. The College will establish and adhere to processes and procedures that comply with the laws. Employees must provide qualifying documents verifying identity and employment authorization through the I-9 E-verify process.

In addition, the College strives to complement its existing workforce by emphasizing quality, diversity and unity while being a responsible steward of public funds. Yavapai College will select candidates for employment that best fulfill the needs of the College and of the learning community. To this end, the College will produce, maintain, and follow established employment guidelines. The College will also consider the applicant's background, references, employment records and other matters related to eligibility and qualifications in order to determine their suitability for employment.

RELATED INFORMATION

[The Federal Immigration Reform and Control Act of 1986](#)

OPERATIONAL POLICY HISTORY

Formerly Policy 2.5.1, Adopted 5/11/1999

Revised 5/1/2012

Revised 9/2/2014

Renumbered to 2.29 on 10/2014

Revised 8/14/2015

Revised 4/5/2016

Revised to "Operational" Policy 3/5/2021
