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Next Review 1/12/2027

Owner Janet Nix:
Chief
Human
Resources
Officer
Area 2.0 Human
Resources

Recruitment and Employment, 2.50 (Interim)

PURPOSE

Yavapai College recognizes 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 seeks faculty and staff with exemplary experience and education who are committed to addressing the ever-changing needs of our communities and our students.

POLICY APPLICATION

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

OPERATIONAL POLICY

Yavapai College adheres to The Federal Immigration Reform and Control Act of 1986 and the Legal Arizona Workers Act, ensuring that no individual will be hired or continue to be employed without demonstrating eligibility to work. The College will establish and follow processes compliant with these laws, requiring all employees to provide qualifying documentation that verifies identity and employment authorization through the I-9 E-verify process.

In addition, Yavapai College is dedicated to enhancing its workforce by emphasizing the quality of experience and education, while being a responsible steward of public funds. The College will select candidates for employment who best fulfill the needs of the institution and the learning community. To achieve this, the College will produce, maintain, and adhere to established employment guidelines. It will also consider an applicant's background, references, employment records, and other relevant factors to assess their suitability for employment.

RELATED PROCEDURES

[Recruitment and Employment Procedure, 2.50.01](#)

RELATED POLICIES

There are no related policies.

RELATED INFORMATION

There is no related information.

OPERATIONAL POLICY HISTORY

Interim Policy, 2.05 Recruitment and Employment Adopted 01/12/2026

Approval Signatures

Step Description

Approver

Date

Final Approval	Janet Nix: Chief Human Resources Officer	1/16/2026
Formatting and Administrative	Stacey Hilton	1/16/2026
Procedure Owner and Lead	Stacey Hilton	1/16/2026
Procedure Owner and Lead	Janet Nix: Chief Human Resources Officer	1/15/2026