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Owner Janet Nix:
Chief
Human
Resources
Officer

Area 2.0 Human
Resources -
Procedures

Recruitment and Employment Procedure, 2.50.01 (Interim)

PROCEDURE DESCRIPTION

This document outlines the recruitment process at Yavapai College. It adheres to Yavapai College Recruitment and Employment Policy 2.50, alongside Arizona law, and federal requirements.

PROCEDURE RESPONSIBILITY

The Human Resources department is responsible for reviewing Arizona law and federal requirements to adhere for transparent, equitable hiring practices.

PROCEDURE

Full-time and Part-time Regular Positions (up to 25 hours)

1. Position Authorization & Planning

- **Identify Vacancy**

Recognize a vacancy or the need for a new position within a department or program.

- **Hiring Manager will Initiate Position Request Form (PRF) Process**

- Complete the PRF utilizing the dynamic form on the HR website.
- Review and update the job description using the provided job description template dynamic form on the HR website.
- Prepare a one-page justification that meets the criteria outlined on the PRF.

- **Human Resources Responsibilities**

Human Resources will:

- Review the provided job description.

- Determine the employment type (faculty, staff, adjunct, temporary).
- Determine the Fair Labor Standards Act (FLSA) status.
- Identify essential functions in compliance with the Americans with Disabilities Act (ADA).
- Submit the request to budget for approval.
- Once approved, all materials will undergo further review through the monthly Human Resources Position Determination Committee.

2. Job Posting & Application Period

- Human Resources will:
 - Post the job internally for five business days unless instructed by the Dean or Director to post externally.
 - Provide AI-generated interview questions to the hiring manager for approval and request search committee details; the committee must consist of at least three members; one member must be from another VP's division.
- If a successful candidate is not identified within the first five business days, the job will be posted externally for two weeks.
- If no successful internal candidate is identified during those two weeks, the posting will remain open for an additional two weeks.
- Should a candidate not be selected after one-month, Human Resources will collaborate with the hiring manager to reassess the job posting, re-initiating the process.

3. Application Screening

- Human Resources will review applications to ensure minimum qualifications are met.
- Applicants who meet the qualifications will be given 72 hours to complete an AI interview.
- Completed AI interviews will be sent to the search committee for review - please note, AI interview replaces first round zoom interview.
- Applicants who do not complete the AI interview will be removed from consideration.

4. Interview & Selection

- The search committee will:
 - Provide interview questions to Human Resources for review and approval.
 - Supply interview logistics, including location for in-person interviews or Zoom links for virtual, along with available times, interview length, and any necessary breaks.
 - Review all AI interviews and select candidates for second-round interviews within one week.
- Search committee training:
 - All search committee members must have completed the search committee training in NeoEd. The training cannot have been more than three years in the past.
 - All search committee members must sign and submit the search committee confidentiality agreement form, this can be found in the search committee tools on

the HR website.

- Human Resources will manage all communication with applicants, including second round interview details provided by the search committee.

5. Final Selection & Approval

- The search committee will:
 - Notify Human Resources of their selected candidate.
 - Submit all interview notes to Human Resources via email.
- Human Resources will:
 - Complete the compensation recommendation process.
 - Review the compensation recommendation with the hiring manager.

6. Conditional Offer

- Human Resources will:
 - Contact the successful candidate to extend the job offer.
 - If accepted, send an offer letter for signature and initiate the pre-employment process.
 - If declined, Human Resources will collaborate with the hiring manager to determine the next steps.

7. Pre-Employment Process

- Conduct a background check.
- Collect references (a minimum of three is required).
- Verify the I-9 form.
- If fingerprinting is necessary, this will be handled at the department level.

8. Hire Confirmation

- After successfully completing the pre-employment process and new hire paperwork, the employee must attend new employee orientation on their first day.
- The hiring manager will receive an email from IT Services confirming the employee's Y# and email address to begin the onboarding process.
- Next steps include completing the Supervisor's Onboarding Checklist.

9. Recordkeeping & Compliance

- Maintain records according to Arizona's public records retention schedules.

REFERENCES

Policy 2.50: Recruitment and Employment (Interim)

PROCEDURE HISTORY

Created Recruitment and Employment Procedure, 2.50.01 (01/12/2026)

Approval Signatures

Step Description	Approver	Date
CHRO Approval	Janet Nix: Chief Human Resources Officer	5/5/2026
Formatting and Administrative	Stacey Hilton: Dean, Instructional Support	4/30/2026
Procedure Owner	Stacey Hilton: Dean, Instructional Support	4/30/2026

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