

WGTC 4.6

Recruiting and Hiring

Positions

To post a position, a completed and approved Position Announcement Authorization (PAA) form and Job Announcement must be submitted to Human Resources via Knightro Connect. A human resources representative will approve all job announcements prior to posting. Each job announcement will contain minimum qualifications according to current TCSG job descriptions and any applicable accreditation requirements. Minimum qualifications for non-faculty positions may not be altered from the TCSG standard without TCSG approval. Any request for changes to minimum qualifications will be made through the human resources department. Minimum qualifications for faculty positions must be derived from the Faculty Qualifications Manual. Job announcements may also contain preferred qualifications specific to the current needs of the college. A job announcement must be posted for a minimum of five (5) working days. The announcement should be posted on suitable websites. A job may be posted internally or externally. Internal job announcements are open to current qualified employees, including part-time employees and adjunct faculty. External job announcements are open to all qualified applicants.

Part-time employees and adjunct faculty may not be promoted to a full-time position unless a job announcement has been posted and a search conducted.

Screening of Applicants

To be considered for a vacancy, applicants must complete an application via the electronic job center, Team Georgia Careers. A cover letter, resume, and unofficial transcripts may also be required, depending on the job. If hired, it is the employee's/candidate's responsibility to supply official transcripts within a reasonable amount of time. Each applicant's experience, training, and education will be measured against the posted minimum and preferred job qualifications. An applicant who does not submit a timely application or whose application does not meet the posted minimum job qualifications shall not be considered or interviewed for the posted vacancy. Applicants failing to supply required documents, such as a resume or transcripts, with their application shall not be interviewed until the documents have been provided. If the job announcement contains preferred qualifications, each candidate will also be measured against the posted preferred qualifications. If a suitable number of qualified candidates is not generated from a job posting, the position may be reposted multiple times until filled. If changes are made to minimum or preferred qualifications in a reposted position, applicants will need to reapply for continued consideration.

Interviewing

Hiring Supervisors/Managers are responsible for interviewing qualified applicants and serving as the chair of the interview panel. The Hiring Supervisor/Manager should form a diverse interview panel. An interview panel for full-time, exempt openings should have five (5) or more panel members and three (3) or more panel members for non-exempt, full-time, and part-time openings. An interview panel composition should reflect the diverse nature of West Georgia Technical College and the community it serves and represents. It is permissible that the panel include individuals from other TCSG work units, other areas of the System Office or Technical College, or, *dependent upon the uniqueness of the position, individual(s) not associated with the TCSG or those on governing boards*. In determining whom to interview, the Interview Panel Chair should consider all candidates meeting the minimum qualifications and select the most qualified. Interviewers should also consider the stability of the work history of the applicants and whether or not the applicant has a preferred qualification. An applicant who possesses one or more of the posted preferred qualifications will be given preference over other candidates. Only the top candidates who meet the minimum qualifications should be interviewed. Standard interview questions are to be selected from the Interview Format. Questions may be selected by the Interview Panel Chair or by the panel members as a group. Each interviewee must be asked the same interview questions. In addition to the standard interview questions, the interview panel will also ask questions to verify the education, training, and past work experience of each interviewee. Panel members should explore the reasons for leaving past jobs. All panel members are to take notes during the interview and rate each response using the scale in the Interview Format. All records of the search and selection process must be retained. The Interview Panel Chair is responsible for sending these documents to human resources within one week of the hiring recommendation. All duplicate copies will be destroyed. During the interview process, the Interview Panel Chair is responsible for ensuring the panel avoids questions that are not job-related. For example, questions related to disabilities, medical conditions, marital status, planned pregnancies, childcare, number or ages of children, and the like, are inappropriate.

Once the interviews are completed, the panel will make a hiring recommendation to the appropriate human resources representative by completing the hiring matrix. For classroom instruction positions, notification of an approved faculty qualifications form must be received from the FQR Committee by human resources prior to any hiring recommendations being processed. Recommendations are to be based on the interview scores and other relevant factors. If the panel's recommended candidate does not have the highest score, the Interview Panel Chair must document the basis for the recommendation in consultation with the Executive Director of Human Resources.

Offers of Employment

Offers of employment are made by the Executive Director of Human Resources, the designated positions, or the President after the required approval of the hiring matrix has been submitted to Human Resources. Human Resources contacts the approved candidate with a

contingent offer. Upon acceptance and background check clearance, Human Resources will notify the Interview Panel Chair that the offer is confirmed and will collaborate with the new employee and the Interview Panel Chair/supervisor/manager to establish a mutually beneficial start date. An official offer/employment letter containing the start date will be emailed to the new employee. At this time, Human Resources will notify all other applicants that the vacancy has been filled.

Internal Applicants

Current employees are eligible to apply for other openings within the College after completing six months in their current position, provided the employee meets the minimum qualifications and is not on any formal level of Positive Discipline (Reminder 1 or above). Based on the needs of the College, the time in position requirement may be lifted when requested by the Executive Director of Human Resources with approval by the President. Consequently, if a current employee accepts another position within the College, the effective date and transition period will be determined by the position supervisor with final approval by the division Vice President.

Reference: State Board Policy 4.1.1.
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

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