

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 KnightShare. 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 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 the interviewing of qualified applicants and serve as the chair of the interview committee. The Hiring Supervisor manager should form a diverse committee of five (5) or more employees for full-time, exempt openings and three (3) or more employees for non-exempt, full-time and part-time openings. A diverse committee is defined as representing more than one demographic group (race, gender, age), and either more than one division of the college, or more than one campus location. In determining whom to interview, the Interview Committee 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 should be interviewed. No interviews should be scheduled until the appropriate level of qualification has been indicated in the job center through the checking of flags for each applicant. Standard interview questions are to be selected from the Interview Format. Questions may be selected by the Interview Committee Chair or by the committee members as a group. Each interviewee will be asked the same interview questions. In addition to the standard interview questions, the interview committee will also ask questions to verify the education, training, and past work experience of each interviewee. Interviewers should explore the reasons for leaving past jobs. All interviewers 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 Committee 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 Committee Chair is responsible for ensuring the committee 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 are inappropriate.

Once the interviews are completed, the committee 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 committee's recommended candidate does not have the highest score, the interview committee chair must document the basis for the recommendation in consultation with the Executive Director of Human Resources. Human Resources will review the recommendation with the Vice President of Administrative Services for approval before an official employment offer is made.

Offers of Employment

Offers of employment may be made by the Executive Director of Human Resources, the Human Resources Coordinator who handles recruiting, or the President. A reference check will be completed on the recommended candidate prior to the initial offer of employment. All initial offers of employment are contingent on successful completion of a criminal background check in accordance with TCSG policy, reference checks, and drug screening for

designated positions or when applicable to satisfy clinical site requirements. Upon receipt of satisfactory results, human resources will notify the new employee and the Interview Committee Chair hiring manager that the offer is confirmed and establish a mutually beneficial start date. Once the offer has been confirmed, human resources will notify all other applicants that the vacancy has been filled. An official employment letter will then be mailed sent to the new employee.

Internal Applicants

Current employees are eligible to apply for other openings within the College after completing six months in 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://www.tcsg.edu/tcsgpolicy/files/4.1.1.pdf>

Policy Source: West Georgia Technical College	Policy Manager: Director, Human Resources	Effective: 3/2009
Division: Human Resources		Reviewed: 8/2021 Revised: 8/2021