

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 25C

RECRUITMENT AND HIRING POLICY

25C.1. General

1.1. Scope – This rule establishes the procedures regarding recruitment and hiring of non-classified, classified and faculty employees for Glenville State College.

1.2. Authority – Title 133, West Virginia Higher Education Policy Commission Series 8, Series 39 and Series 40.

1.3. Effective Date – August 11, 2010

1.4. Repeal of Former Rule - This policy supersedes any or all previous GSC policies in reference to Recruitment and Hiring.

25C.2. Recruitment and Hiring Rule

2.1. All full-time vacancies will be filled through various means of announcement and advertising appropriate to the position. Interviewing and hiring will be conducted in accordance with the Equal Employment Opportunity Act and all other applicable employment laws.

2.2. Exclusions – Excluded from this process are certain non-classified positions as defined by the President, adjunct faculty, part-time employees, temporary employees, independent contractors, casual employees and student workers.

25C.3. Procedures and Guidelines

3.1. Approval to Announce/Advertise

3.1.1. Faculty – The respective Department Chair notifies the Provost and Senior Vice President of an impending vacancy. If the Provost and Senior Vice President agrees that the vacancy should be filled, an Approval to Announce/Advertise Job Vacancy form is initiated, routed through various administrative departments for completion and approval, and forwarded to the President for final approval.

3.1.2. Classified Staff – The immediate supervisor of the vacant position initiates the Approval to Announce/Advertise Job Vacancy form and obtains initial approval from the Department Head or Chair as necessary. The form is then

routed through various administrative departments for completion and approval, and forwarded to the President for final approval.

3.1.3. Non-classified Staff – By definition, non-classified staff are employed at the “will and pleasure” of the President. Decisions regarding announcement, advertising and recruitment for non-classified positions rest solely with the President. Non-classified positions which will not report directly to the President may be announced and advertised as described in §3.1.2.

3.1.4. Upon completion with all necessary approvals, the Approval to Announce/Advertise Job Vacancy form is submitted to the Office of Human Resources.

3.2. Advertising the Position

3.2.1. The Office of Human Resources, in conjunction with the hiring official, Department Head or appropriate Vice President, will prepare the job posting. Items to be considered in job postings include:

- Position title
- Position classification (classified, non-classified, faculty)
- Exempt/non-exempt status
- Tenure/non-tenure status of the position (faculty)
- Pay grade if appropriate
- Term of employment (9-month, 12-month, etc.)
- Position description
- Position minimum and preferred qualifications, relating to education and past experience
- Application submittal instructions
- The statements, “Screening of applications will begin immediately and will continue until the position is filled”, and, “Glenville State College is proud of its commitment to affirmative action. Women, members of minorities and people with disabilities are encouraged to apply.”

3.2.2. All vacant positions will be posted and/or advertised for a minimum of ten working days. A hard-copy of the announcement will be posted in the GSC Business Office, and will be available in the Office of Human Resources.

3.2.3. Internal postings – All vacant positions will first be posted via e-mail to all faculty and staff by the Office of Human Resources. Classified, non-exempt vacancy announcements are limited to this medium for ten working days in accordance with HEPC Series 39, Hiring From Within the College, in order to allow current, qualified employees the opportunity to be transferred or

promoted to the position. For all other vacancies, the internal posting and external ads are placed concurrently.

3.2.4. External postings – After the ten day internal posting (for classified, non-exempt positions only) the position is advertised on the Glenville State College Web site if no qualified employees have indicated an interest. The types of media used for external ad placement depend on the type of position which is vacant and the recruiting market desired (local, regional, national).

Concurrently, the position may be advertised in local and regional newspapers, out-of-state newspapers, relevant professional journals, specific affirmative action classified ad publications and on-line professional organization classified Web sites. External postings will be made by the Office of Human Resources.

3.3. The Screening Committee

For all vacant positions covered by this policy, a Screening Committee will be used to select candidates to interview. Each Screening Committee will be chaired by an individual selected by the department head and appropriate Vice President.

3.3.1. Composition of the Screening Committee - The recommended names and positions of Screening Committee members will be included on the Approval to Announce/Advertise Job Vacancy form. The President appoints Screening Committees for employees who report directly to the President, and must approve the composition of all Screening Committees. A Screening Committee will consist of a minimum of three members, but preferably a committee of five. For positions that have very broad responsibilities, there may be a need for more committee members. The committee makeup should reflect a diversity of differences based upon ethnicity, race, gender, age, ability, employment status and area of expertise or specialization. As appropriate, student representation may be included. No employee will be a member of a Screening Committee if a family member, relative, close friend or acquaintance of that employee is expected to be or becomes a candidate.

3.3.2. Charge of the Screening Committee - The committee's charge is to review and evaluate candidates' credentials as stated in the application, select finalist candidates to interview by phone, conduct telephone interviews, perform reference checks on all finalists prior to an invitation to the campus, arrange for on-campus interviews for the top candidates and make recommendations about acceptable candidates for employment. The committee will not make job offers or engage in discussions with candidates about terms and conditions of employment beyond what is stated in the job posting. All members of the Screening Committee shall comply with the Code of Ethics for Glenville State College Screening Committee.

3.4. Receipt of Applications, Resumes and Curriculum Vitae

All job vacancy announcements will instruct interested candidates to submit application materials to the Office of Human Resources. Any applications sent to persons involved in the selection process are to be forwarded immediately to the Human Resources office as well. The Office of Human Resources will send an acknowledgement letter to all applicants indicating that their application materials have been received. The letter will include an Applicant Data Form which provides optional, voluntary information for use in Equal Employment Opportunity reporting purposes.

All applications are held in strict confidence and are made available only to the Screening Committee. Spreadsheets containing the name, address and dates for application receipt and acknowledgement letter mailing are prepared for all postings by the Office of Human Resources. All applications are retained for a period of not less than one year.

3.5. Screening of Candidates

3.5.1. Internal Hiring for Nonexempt Classified Positions – Pursuant to WV Code §18B-7-1(d), “a nonexempt classified employee, who applies and meets the minimum qualifications for a nonexempt job opening at the institution where currently employed, whether the job is a lateral transfer or a promotion, shall be transferred or promoted before a new person is hired. If more than one qualified, nonexempt classified employee applies, the best-qualified nonexempt classified employee is awarded the position. In instances where the classified employees are equally qualified, the nonexempt classified employee with the greatest amount of continuous seniority at that institution is awarded the position.”

3.5.2. Non-Discrimination – All qualified candidates will be given equal consideration for posted positions without regard to race, color, national origin, religion, age, veteran’s status, handicap or sex. Employment laws regarding discrimination change; therefore, Screening Committees shall utilize all means possible, particularly EEOC, ADA, HRC, DOL and any other timely reference documents or internet websites, to ensure that lawful screening and interviewing techniques are followed throughout the selection process.

3.5.3. Initial Screening of Applications - The Screening Committee must have a clear understanding of the qualifications required for the position, (i.e. educational background, related experience, personal traits and characteristics), and may develop a screening form or candidate rating criteria upon which all members agree to objectively and consistently apply to the applications. The committee will meet to discuss the results of their individual, preliminary reviews, eliminate applicants who do not possess the necessary qualifications for

the position, and identify those candidates who meet stated criteria for which further consideration will be given. The chair of the Screening Committee may consult with the appropriate Department Chair or Department Head on the committee's selection of finalists selected after the initial screening of applications.

3.5.4. Telephone Interviews – Telephone interviews will be scheduled between the Screening Committee and selected candidates. This task is typically organized by the committee chair or his/her designee. The purpose of the telephone interview is to obtain additional information about the candidate's knowledge, abilities, professionalism and experience, and to obtain answers to questions the Screening Committee may have regarding information contained in the candidate's application materials. Again, the committee shall develop a screening form or interview questions upon which all members agree to objectively and consistently apply during each telephone interview. At the conclusion of all telephone interviews, the Screening Committee shall select and recommend to the Department Chair or Department Head their selection(s) for candidates to be invited to the Glenville State College campus for personal interviews. The number of candidates chosen for on-campus interviews is typically no more than two to three individuals.

3.5.5. Reference Checks – The Screening Committee will check references prior to inviting candidates to Glenville State College for an on-campus interview and before any verbal or written offer of employment is made. When checking references by telephone:

- Notify the applicant in advance that references will be checked
- Request the candidate's permission to contact individuals not on his/her reference list, if any
- Prepare a questionnaire/guide to be used for all references contacted
- Ask the same job-related questions about each applicant
- Questions must follow the same guidelines as discussed in §3.5.6.
- Completed reference forms will be maintained for no less than one year in the Department of Human Resources.

3.5.6. On-Campus Interviews – Once the decision has been made to invite a candidate to the Glenville State College campus, the Screening Committee chair or his/her designee will contact the individual(s) to schedule the visit. The prospective candidate will make his/her own travel arrangements (transportation, lodging, meals):

- The candidate will be advised of directions to campus and area accommodations as described on the Glenville State College Web site

- Costs of transportation including airfare, personal auto/mileage, rental auto/fuel and/or lodging and meals are to be initially paid by the candidate
 - Lodging is not to exceed two nights reimbursed by Glenville State College
 - Meal allowance is not to exceed the Higher Education Policy Commission's guideline allowance.
 - Candidate will be advised to retain receipts for all travel-related expenses
- While on-campus, the candidate(s) will meet with the Accounting Assistant or other Business Office designee in order to prepare a Glenville State College Expense Account Settlement form for reimbursement of all approved travel expenses.

As appropriate to the position, a detailed itinerary will be prepared for the campus visit and forwarded to all affected personnel on campus, as well as the candidate. The candidate will be interviewed by the Screening Committee and, as appropriate to the position (i.e. faculty positions), may be required to present a content-based demonstration lesson to students, faculty and staff. At the discretion of the Screening Committee, candidates may be required to address the general public and participate in question-and-answer sessions, or be interviewed by individuals outside the Screening Committee including the appropriate Department Head, Vice President or the President. Feedback from all participants may be solicited.

Interviewers should ask specific questions which relate to the applicant's ability and willingness to perform the position. Interviewers shall **not** ask questions related in any way to race, color, gender, age, religion, national origin, disability, marital status or sexual orientation. To conduct successful, legal interviews, interviewers should:

- Ask the same general questions of all candidates
- Follow a structured interview plan that will help ensure that all applicants are treated fairly and equitably
- Stick to questions that are relevant to the job
- Address all candidates consistently and professionally. Use first names for all or titles for all
- Treat candidates in a businesslike manner, avoiding inappropriate banter
- Avoid making prejudicial comments of any kind
- Never speak negatively about current or former employees
- Never mention hiring an individual from a protected class as a means of reaching an employment goal
- Provide appropriate information about Glenville State College and the position during the interview, allowing the candidate to make an educated decision about the job
- Solicit questions from the candidate

The Screening Committee may use individual notes, a rating form, questions and responses made during the interview, feedback from persons outside the Screening Committee and personal impressions and observations regarding communication skills and other subjective matters, in arriving at a candidate recommendation for the vacant position.

3.5.7. Screening Committee Recommendation - The Screening Committee will submit to the appropriate Vice President, a summary of the results of the committee's efforts, and its collective opinion on the top two (2) candidates best suited for the position. A ranked list of the names of the top two (2) candidates considered will be included in the recommendation summary. The Vice President will submit a recommendation to the President regarding the candidate most suited for the position. At the discretion of the Vice President, the recommendation may be ranked and/or unranked.. The recommendation package will also contain the candidates' cover letters and resumes, application forms or curriculum vitae, and original undergraduate or graduate transcripts as required. No verbal or written offers of employment at Glenville State College will be made without the prior approval of the President.

3.6. Making the Offer

3.6.1. The appropriate Vice President or Department Head will secure written approval to proceed with an employment offer from the President. A Request to Hire form is executed for this purpose.

3.6.2. The appropriate Vice President or Department Head will contact the successful candidate and discuss specific terms of employment and secure a verbal acceptance of the offer. Having secured a verbal acceptance, all recommendation materials noted in 3.5.7.above are to be immediately forwarded to the Office of Human Resources.

3.6.3. The Office of Human Resources will prepare a written offer to the successful candidate for the President's signature. The written offer will contain the position title, beginning date, salary or rate of pay, rank or pay grade (as appropriate), and the date by which the candidate must reply to the written offer.

3.6.4. The Office of Human Resources will prepare a Personnel Action Request (P.A.R.) form to accompany the written offer to the successful candidate, if the information required on the P.A.R. is not contained within the candidate's application materials.

3.6.5. The acknowledged and signed written offer and the completed P.A.R. form, if necessary, are to be returned to the Office of the President. The originals will subsequently be forwarded to the Office of Human Resources.

3.6.6. Upon receipt of an acknowledged and accepted written offer of employment, the Office of Human Resources will notify all other candidates in writing that the position has been filled. The Chair of the Screening Committee may personally call all applicants who interviewed on-campus **before** notification is mailed by the Office of Human Resources.

3.6.7. The Office of Human Resources will initiate the new employee orientation process by entering appropriate information into required data bases, securing sign-off on all mandatory or relevant forms, requesting assignment of a campus web mail account, procuring appropriate name badges and/or name plates, and providing documentation or direction to the new employee regarding handbooks, manuals, parking permits and College identification cards.

3.6.8. The Office of Human Resources will announce the new employee to all faculty and staff via e-mail prior to the individual's start date.

Approvals:

President

Date

Chair of the Board

Date