

NUMBER: 385

SUBJECT: HIRING

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

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385.1 – POLICY

The objective of the hiring process is to identify the best qualified applicants, provide equal access for employment, and make an authorized selection of the candidate that best fits the needs of Bridgerland Technical College.

In most situations, hiring at Bridgerland is done on the basis of a committee under the direction of the College President or the appropriate Vice President. The hiring process is subject to all other applicable personnel policies.

385.2 – DEFINITIONS

385.2.1 – Benefits Eligible Employees

The hiring process for the hiring of any benefits eligible employee requires a committee of two to three (2 – 3) members, approved by the President, Vice President for Student Services, and where applicable, the respective Vice President for Instruction. See the hiring procedures listed below for additional details.

385.2.2 – Non-benefits Eligible Employees

The hiring process for the hiring of part-time and/or temporary non-benefits eligible employee requires a committee approved by the College President, Vice President for Student Services, and where applicable, the respective Vice President for Instruction. See the hiring procedures listed below for additional details.

385.2.3 – Substitute Instructors

The initial hiring process for substitute instructors who are to be placed on the approved substitute list requires a committee approved by the President, Vice President for Student Services, and where applicable, the respective Vice President for Instruction. See the hiring procedures listed below for additional details and also reference Section 300.300A, Substitute Teacher, for additional requirements.

385.3 – PROCEDURES

385.3.1 – Authorization for Position Form

The first step in the hiring process is to complete an Authorization for Position Form. This form is used to define the nature of the position and obtain the appropriate authorization to proceed with the recruitment, the interviewing, and the selection. This form also specifies the selection process and the committee members. It also identifies the budget to which the position will be charged and the duration of the employment agreement.

385.3.2 – Hiring Committee Responsibilities

The committee members will be asked to do the following:

- a. The committee will follow policies and the instructions on the Authorization for Position Form to fill vacancies within the institution.

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- b. The applicable Department Head or his/her designee will be responsible for accepting applications and resumes for job vacancies and will forward the completed applications to the respective committee members. All documentation (e.g., resumes, applications, etc.) will accompany the appropriate hiring forms to be permanently maintained in the Accounting Department.
- c. Recruitment and advertising for open positions will be done in accordance with the instructions on the Authorization for Position Form. Generally, recruitment will be accomplished through internal job announcements (including the Web page), through the Department of Workforce Services, and/or through advertisements in the local newspapers of general circulation. Advertisement and recruiting efforts may not begin prior to the completion of the Authorization for Position Form. All solicited resumes and job applications will be retained in the application file, even if the applicants are not interviewed. However, even though the College will retain a copy of an employment application or resume, applicants must proactively reapply for any specific job. Bridgerland does not assume any responsibility to review the noncurrent applicant files.
- d. Each candidate must complete a job application and/or a resume prior to being considered.
- e. The committee will formulate questions for use in the interview.
- f. The committee will make assignments to check and verify work or other references.
- g. The committee will review the job applications and resumes to identify a list of candidates to interview. The committee will arrange for and interview the list of candidates.
- h. The committee will identify their selections in priority order. The purpose of the priority order is so that if one candidate declines an offer, the next person will already be identified. It is also acceptable for the committee to arrive at an answer of "none of the above", which would result in the continuation of a search.
- i. The committee will return their selection results, along with the job application and resume, to the appropriate personnel in the Accounting Department. The appropriate personnel in the Accounting Department will obtain the required approval signatures prior to proceeding to the next step in the hiring process.

385.3.3 – Offer of Employment

Upon appropriate approval of a candidate (Section 385.3.2.j. above), an offer will be extended to the successful individual by the appropriate supervisor. Designation of the appropriate supervisor is included on the Authorization for Position Form.

385.3.4 – New Hire Employees

New hire employees will meet with the appropriate personnel in the Accounting Department to obtain and complete the appropriate new employee packet of forms. Bridgerland also requires the individual, as a condition of employment, to submit to a criminal background investigation that will be processed along with the new employee packet of forms. This is also accomplished with appropriate personnel in the Accounting Department. The completed forms must be returned to the payroll office in the Accounting Department prior to the first day of work in their new position. The new employee packet consists of the employment agreement, the W-4 Form, the I-9 Form (or its current replacement form), and the optional Direct Deposit Form.

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385.3.5 – New Employee Orientation

A new employee orientation will be facilitated by the appropriate personnel in the Accounting Department and may include additional orientation from the respective Vice Presidents in accordance with the new employee orientation checklist. It is the responsibility of the appropriate personnel in the Accounting Department to ensure new employees complete the appropriate steps in the new employee orientation.