

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Hiring Policy and Procedures
BOARD OF TRUSTEE APPROVAL: 03/26/2025

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EFFECTIVE DATE: 03/27/2025

Objective

Highland Community College believes hiring qualified individuals to fill positions contributes to the college's overall success. Each employee is hired to make significant contributions to Highland Community College. In hiring the most qualified candidates for positions, the following process should be followed.

Hiring Process and Procedures

Personnel requisitions

Personnel requisitions must be completed to fill Highland Community College positions through Paycom. Requisitions must be initiated by the department supervisor. Approval is needed from the Vice President, Vice President of Finance and Operations, and the President. Once the request is approved, HR will post the job.

Personnel requisitions should indicate the following:

- Position title.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications that match the job description.
- Any special recruitment advertising instructions.
- Individuals for the screening committee.

Job postings

HR will create job postings that briefly describe the job opening and communicate Highland Community College's brand. All job openings will be posted concurrently on Highland Community College's website, Indeed, Resume.com, and SimplyHired. Jobs will remain posted until the position is filled. Other external sources will be considered on a needs and budget basis.

The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

Job postings will expire after sixty (60) days of inactivity. The supervisor will have to resubmit the request to be reopened.

Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings. The employee's supervisor's consent and the HR department may be necessary for employees with less than one year of service with Highland Community College.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

Interview process

The HR department and the screening committee will screen applications and resumes prior to scheduling interviews. Interviews are conducted by the HR department and the screening committee using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

The HR department will notify applicants not selected for Highland Community College positions.

Reference checks

HR will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. At least two professional references are required from each candidate.

Job offers

After a decision has been made to hire a candidate, an offer will be made by Human Resources contingent on the satisfactory completion of required background checks and onboarding paperwork. Background checks will vary depending on the position and may include criminal history, credit history, driving record, sexual offender, or any other relevant information for the job.

Internal applicants must complete required background checks not previously completed, if applicable.

Once the HR department receives satisfactory results from all required background checks, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within seven calendar days, the offer may be rescinded by the company.