

3260 ADMINISTRATIVE STAFF HIRING PROCEDURES

Human Resources; President's Staff (6/17/96; revision approved 12/98; revision approved 4/00)

Declaration of Intent

Recruitment and selection of administrative staff shall be consistent with the Bellevue Community College Cultural Pluralism Policy and the Bellevue Community College Equal Employment Opportunity/Affirmative Action Plan, which promote the recruitment, hiring, and retention of qualified individuals representing a broad spectrum of cultural, ethnic, and racial backgrounds. Selection criteria and standards shall be applied consistently for all applicants. Bellevue Community College encourages promotion of qualified internal applicants.

All administrative staff appointments are authorized by the college president. These procedures will be used to make permanent appointment to all administrative staff positions, except for division chair positions. For positions that are either created by the conversion of a classified position or are altered/consolidated due to reorganization, the president may authorize the appointment of an incumbent. The president may authorize temporary administrative appointments of twelve months or less and may authorize the promotion or reassignment of current administrative staff without recruiting for the position. In addition, the President may authorize the appointment of college staff to fill grant funded administrative positions without recruitment.

The president has delegated authority to the Vice President of Human Resources to monitor the administrative staff hiring process. Should the Human Resources Representative working with the Screening/Interviewing Committee have evidence that the hiring process for a particular position does not conform with Washington State Law or the Declaration of Intent, he/she shall meet with the Screening/Interviewing Committee in an attempt to resolve the matter collaboratively. Should the matter not be resolved collaboratively, the Vice President of Human Resources, after consulting with the hiring head, shall decide how to resolve the matter.

Screening/Interview Committee (SIC)

The hiring head will appoint the screening/interview committee (SIC), including an Affirmative Action Advocate, who will be selected from the list of trained advocates. Committees may contain Bellevue Community College administrative staff, classified staff, faculty and, if deemed appropriate, community members or outside experts. A representative of Human Resources will be assigned to work with each committee in the screening/interviewing process. Efforts will be made to appoint screening/interviewing committees that are diverse in terms of gender/ethnicity.

Planning Meeting

The SIC, the hiring head, and the Human Resources representative shall meet prior to the advertising of the position.

The purpose of this meeting shall be (1) to review the administrative hiring process (2) to come to a common understanding of what is meant by "diversity", especially as it relates to the goals of the hiring program/department, and (3) to develop a recruitment plan, which includes strategies to assist in attaining a diverse applicant pool.

Application Materials

The hiring head shall establish the desired qualifications and the closing date for the position prior to the announcement of the position. The position announcement shall be prepared by the SIC and the hiring head and shall include position title, position description, responsibilities,

minimum and desired qualifications, application instructions, supplemental applications, and any other information deemed necessary by the hiring head.

This information will be forwarded to the Human Resources representative who shall review the information and forward any suggested revisions to the hiring head for consideration. The Human Resources office will produce the position announcement. Human Resources will send a copy of the position announcement and application materials to the hiring head for review prior to their final printing and distribution.

Recruitment Sources

Standard recruitment sources will be utilized which include local newspapers, community publications which target specific groups desired to increase the diversity of the applicant pool, professional organizations, universities, colleges and other affirmative action resources. In addition, Human Resources will place advertising in and mail announcements to any special recruitment sources identified by Human Resources, the hiring head, or the SIC. All special advertising costs will be borne by the hiring department.

The hiring head, the SIC and the Human Resources Representative shall work collaboratively to establish timelines for recruitment and advertising.

Pre-Screening of the Applicant Pool

Immediately following the date stated in the position announcement, applications shall be pre-screened to determine the applicants who satisfy the minimum qualifications for the position and whose applications are complete. The SIC may delegate responsibility for pre-screening. Only those completed applications which meet the minimum qualifications need be given further consideration.

Screening Stage

Prior to screening the acceptable applications, the SIC shall prepare an evaluation guide for review by the hiring head. The evaluation guide should reflect the requirements and responsibilities outlined in the job description as well as the criteria by which the SIC will determine how well suited each applicant is for the position. The Human Resources Representative shall review the evaluation guide and forward suggested revisions to the SIC for consideration. The evaluation guide shall be used by the SIC, in a fair and consistent manner, to screen all applications. The best applicants, as identified by the SIC, shall be advanced to the interview stage. Human Resources shall notify unsuccessful applicants of the status of their application.

Reference Check

The SIC shall check the references of those applicants advanced to the interview stage prior to and/or following the interviews. At least two people will check references for each applicant. Any request by an applicant to postpone reference checking until that applicant has been selected as a finalist may be honored by the SIC. The SIC shall develop a form containing the questions to be asked each reference. The Human Resources Representative shall review the questions and forward suggested revisions to the SIC for consideration. Human Resources shall assist with reference checks upon request.

Interview Stage

The SIC shall develop the interview format, including the interview questions to be asked and any exercises/presentations required. The Human Resources Representative shall review the interview questions prior to the first interview and forward suggested revisions to the SIC for consideration. Those applicants advanced to the interview stage shall then be interviewed by the SIC.

Once the interviews have been completed, the SIC shall determine its choice of finalists for the position. The Human Resources Representative must be present during the discussion of finalists. The SIC shall forward an unprioritized list of finalists to the hiring head in writing, accompanied by written comments describing the strengths and weaknesses of each finalist. Human Resources shall notify the unsuccessful interviewees of their status.

Every effort shall be made to identify at least three finalists; however, the number of finalists shall be flexible. Should the SIC be unable to forward at least three finalists, the list of finalists shall be accompanied by the SIC's rationale, in writing. Should the hiring head be unable to accept the SIC's rationale, he/she will explain his/her decision to the SIC. In that event, the SIC shall meet to decide whether to increase the number of finalists or to begin the hiring process anew.

Finalist Stage

The hiring head will interview all finalists recommended by the SIC. The hiring head shall review the SIC's written comments describing the strengths and weaknesses of each finalist either before or after s/he conducts her/his interview so that s/he is fully aware of the SIC's evaluation of each finalist. The hiring head shall check references as needed.

Should the hiring head reject all of the finalists forwarded by the SIC, s/he will inform the SIC of her/his reasons for rejection. In that event, the SIC shall meet to decide whether to increase the number of finalists or to recommend that the hiring process be begun anew. If the SIC recommends restarting the hiring process, the hiring head shall meet with the her/his administrative supervisor and the VP of HR to decide how to proceed.

Offer of Employment

The hiring head shall contact the successful finalist to make a job offer, or inform each finalist of the status of the process, within two weeks of the interview. Salary placement shall be determined by the hiring head after consultation with the VP of Human Resources and the president. Once the successful finalist has accepted the job, the hiring head will contact the unsuccessful finalists prior to releasing the name of the new hire.

The hiring head will notify the Human Resources office in writing of the acceptance of the job offer by the successful finalist. This notification shall include the salary and start date for the position. Human Resources shall prepare an administrative contract confirming the appointment.

Retention of Records

All records shall be maintained by the Human Resources Office in accordance with the Washington State record retention policy. Access to the files shall be in accordance with Washington State law. The records to be returned to the Human Resources Office shall include the original position announcement, all applicant files for the position, the rating sheets completed by the members of the SIC for each application reviewed, , the completed reference check forms, the interview notes from the SIC, the interview notes from the hiring head, and any other required documentation.