

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Recruitment and Selection of Employees
DIVISION:	Human Resources
CATEGORY:	Personnel
REFERENCE:	BP-416 Recruitment and Selection of Employees
NUMBER:	PP-416
DATE OF REVIEW:	April 2020
APPROVAL:	Dr. Carmen Simone, President

Purpose

This procedure complies with federal, state, and Board Policy in the recruitment and selection of employees.

Scope

This policy shall apply to the recruitment and selection of all WNCC employees, excluding the College President.

Employee Group Classification Definitions

See BP-414 Employee Group Classification for employee definitions.

Procedure

Recruitment: The College shall announce any employment vacancy with appropriate notifications utilizing the most appropriate media to solicit potential applicants in accordance with those anti-discrimination policies as set forth in Board Policy 405.0100.14. The President requires that the supervisor provide a job description and requires that all rules, regulations and laws be adhered to in the recruitment process.

Notification of the availability of the College's Annual Security Report shall be included in the College's job application materials and printed copies of the report shall be made available to prospective employees in the Human Resources department.

Transfer of Employees: Lateral or downward movement of an employee to an open position does not require advertisement outside the College. Employees may be transferred at the will of the President to any position for which they are qualified.

Selection and Onboarding Process

WNCC shall fill all vacancies with the most suitably qualified candidates after an appropriate and fair search. Selection shall be based upon the merits of the candidates for the particular position. In considering ability to do the job, a review shall include, but not be limited to, the work history, educational background, and aptitudes of the candidates.

Selection Procedures: The Chief Human Resources Officer or designee shall process all applications for employment, arrange screening interviews, and otherwise monitor the selection procedures to assure compliance with Board policy and state/federal laws.

Background Checks: Each new employee is required to submit to a pre-employment background check for all positions. Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist.

Credentials: The Human Resources Office is responsible for ensuring that all forms and documents, which are required of new employees, be executed and received before employment authorization occurs, except for Adjunct Instructors. The Educational Services Office is responsible for ensuring that all forms and documents are received before employment authorization for Adjunct Instructors.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.