GASTON COLLEGE HIRING PROCESS
2005

Gaston College is committed to equal opportunity employment and does not discriminate on the basis of race, religion, sex, age, disability, or national origin. Gaston College is a drug-free workplace.

FULL-TIME FACULTY AND STAFF MEMBERS

Gaston College follows the process listed below for recruiting and hiring permanent faculty and staff members reference Gaston College Board of Trustees’ Policy 3-3, Employment.

1. INITIATION OF POSITION OR POSITION CHANGE. (1 Day)

   a. When a new or replacement full-time vacancy occurs and the position is to be filled immediately, the appropriate department chair for faculty or immediate supervisor for staff, prepares a Personnel Request Form and forwards it to the next level supervisor.

   b. A current (or revised) position description must be attached to the form. If the position description does not contain competencies, the position description should be revised to include competencies.

   c. The immediate supervisor will recommend on the Personnel Request form whether to do an internal or external search, where to advertise (campus e-mail, campus web site, newspaper, professional organizations, other community colleges, ESC, etc.) and how long the search should be open (one week or two weeks). For any permanent vacancies, full-time or part-time, this process will be followed.

   d. An internal search only may be conducted upon recommendation of the Vice President or President whenever there are possible candidates on Campus that appear to meet the qualifications of the position being advertised.

   e. An internal search may also be done if there is a temporary position that is being changed to a permanent position.

   f. If a less than full-time position is being increased to additional hours, the Executive Council may make the determination as to whether or not there will be a search or if the person in the position will be given additional hours without a search.
2. **APPROVALS. (5 Days)**

   a. The next level supervisor(s) will approve or make changes to the position description or Personnel Request Form and forward both to the Director of Human Resources.

   b. Human Resources will check the position description for any needed changes and forward the packet to the appropriate Vice President, the Vice President for Finance, and President for approvals. Human Resources reviews or assigns Grade Level if needed.

3. **ADVERTISE. (2 Days)**

   Human Resources advertises the position for either one week or two weeks.

4. **SEARCH COMMITTEE. (3 Days)**

   As soon as approvals are completed, the Search Committee is formed using the following guidelines and reflecting gender and racial diversity of the College.

   **Faculty:** The faculty Search Committee is chosen by the Department Chair and Dean and consists of:

   (1) Department Chair (or designee) as the chair.
   (2) One faculty member from the same department.
   (3) One faculty member from outside the department.
   (4) Dean of the Division.

   **Staff (Director level and above):** For positions at the Director level or above, the committee is chosen by the immediate supervisor and the next level supervisor and consists of:

   (1) Immediate supervisor (or designee) as the chair.
   (2) One staff member from the same department.
   (3) One staff member from outside the department.
   (4) One faculty member.

   **Staff (below Director level):** For positions below the Director level, the committee is chosen by the immediate supervisor and next level supervisor and consists of:

   (1) Immediate supervisor (or designee) as the chair.
   (2) One staff member from the same department.
   (3) One staff member or faculty member from outside the department.
5. **MEETINGS. (2 Days)**

   The Committee Chair will immediately schedule all meetings and first and second interviews after consulting with other search committee members. These meetings should be scheduled to begin approximately ten working days after the search close date.

6. **SCREENING OF APPLICANTS. (2 Days)**

   a. Human Resources will initially screen the applications based on whether or not minimum degree and work experience requirements have been met.

   b. Applications that do not meet minimum requirements will not be considered for the position.

7. **CHAIR REVIEW. (5 Days)**

   a. The committee Chair will review those applications that meet minimum degree and work experience requirements as determined by Human Resources.

   b. The Committee Chair will choose up to approximately ten applications for copy and distribution to the committee.

   c. Any committee member may also review all applications that meet minimum in Human Resources and submit an application to the committee that was not selected by the Chair.

8. **COMMITTEE REVIEW. (1 Day)**

   a. The committee meets and reviews the selected applications and selects up to approximately five candidates to bring in for first interviews. Length of interviews will be left up to the discretion of the committee.

   b. For faculty, there will be a teaching demonstration: and for others, there may be testing or other ways to demonstrate competencies as appropriate or as determined by Human Resources and the Committee Chair.

9. **TESTING. (3 days)**

   Human Resources schedules testing as appropriate and reports results to the Committee Chair.
10. **SCHEDULING. (2 Days)**

   Human Resources schedules first interviews and informs candidates of possible dates if they should be selected for a second interview.

11. **FIRST INTERVIEW. (2 Days)**

   a. The Committee will conduct first interviews and rate interviewees' strengths and weaknesses on the rating form and forward up to approximately three names (unranked) to the next level supervisor.

   b. The Committee will use the standard list of questions for the interview, along with any other specific questions relevant to this position.

   c. For faculty, in addition to the questions, a teaching demonstration will be required and a check sheet will be used. Also, if feasible, at least one student will attend the teaching demonstration and give comments.

12. **SECOND INTERVIEWS. (2 Days)**

   a. Human Resources schedules second interviews with selected candidates.

   b. The Vice President/President and/or the next level supervisor(s) will interview and choose the best candidate for the position.

13. **REFERENCE CHECK. (2 Days)**

   Human Resources conducts reference checks for all recommended candidates. If the Vice President/President, or designee, prefers to do reference checks, Human Resources will provide the reference list to the Vice President/President, or designee; all information received during the reference checks by someone other than Human Resources, must be written and provided to Human Resources.

14. **BACKGROUND CHECK. (2 Days—may be longer if candidate has lived out of state.)**

   Human Resources conducts criminal background check for all employees who are recommended for hire.
15. **SALARY CALCULATION AND REQUEST TO HIRE. (1 Day)**
   
a. Human Resources calculates salary based on the College’s salary point system and salary scales.

b. Human Resources writes a memo to the President requesting permission to hire the recommended candidate. Copies of all documentation (references, application, teaching philosophy, letters of recommendation, etc.) for the candidate are sent to the President for her use in making a decision. Should the President be out of town for more than a day, then Human Resources will ask the President for verbal approval to hire the candidate.

16. **APPROVAL. (1 Day)**

Upon final approval from the President, Human Resources makes an offer to the candidate. Should the offer be refused by the candidate due to salary, Human Resources will discuss with the President.

17. **REJECTIONS. (2 Days)**

After search is complete and offer has been accepted by a candidate, Human Resources will notify other candidates that the position has been filled.

18. **PART-TIME.**

For part-time temporary faculty, part-time temporary staff, and part-time permanent staff, this process will be followed except no committee will be utilized. The Department Chair, Dean, or immediate Supervisor interviews and makes the hiring choice.

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**Hiring Process:**
Approx. Days (without Testing)…….. 38
Approx. Days (with Testing)………….. 40

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