



## Recruiting and Hiring Policies and Procedures for Classified Employees

Revised March 2013

### **INTRODUCTION**

The recruiting and hiring policies of Dalton State College operate within the policies and procedures of the Board of Regents of the University System of Georgia. Dalton State College is an Affirmative Action/Equal Opportunity Employer and insures that its recruiting and hiring procedures follow the guidelines of the Office of Federal Contract Compliance Programs. The Director of Human Resources is responsible for adherence to affirmative action policies at the institution. Any department hiring a nonresident foreign national, whether it is a classified employee or member of the Corps of Instruction must communicate this information to the department of Human Resources prior to employment. Human Resources will work in conjunction with an approved lawyer and the department to assure the DSC is in compliance with applicable laws.

Dalton State College distinguishes between faculty and classified employees recruitment in its hiring methods and this document is for classified employees. In general, the point of origination for employment of classified employees resides with the appropriate administrative officer under the general guidance of the Vice President for Fiscal Affairs. The point of origination for faculty employment resides with the appropriate academic division/department chair under the supervision of the Vice President for Academic Affairs.

The Human Resources Department is responsible for the recruitment and screening of classified employees. The Director of Human Resources or his/her designee, along with the hiring department, determines recruitment strategies and sources appropriate for a position vacancy. Sources may include, but not necessarily limited to internal postings, newspapers, journals and internet advertisements, and professional networks and organizations.

### **RECRUITMENT PREPARATION**

The filing of all vacancies must be approved by the appropriate Vice President, the Budget Office and the Vice President for Fiscal Affairs using a Personal Action Form (PAF). The PAF can be found on the Human Resources web page, [www.daltonstate.edu/human-resources](http://www.daltonstate.edu/human-resources) under Forms. The PAF must be prepared in conjunction with a current job description which outlines the minimum qualifications required, physical demands, and essential functions of the position. All new positions must have a current approved job description attached to the PAF.

### **RECRUITMENT PROCESS – CLASSIFIED EMPLOYEES**

Dalton State College only accepts completed applications for consideration. All applications must be completed on line through the link: <https://careers.daltonstate.edu>. This link can also be accessed through the Human Resources page on the College website. Human Resources will not accept hand written applications. All applications or resumes must be for a specific posted position. Applications and resumes will not be accepted unless a specific posted job is referenced.

- Dalton State College requires that all applications and required documents for all classified employees whether they are exempt or non-exempt positions to be processed for employment consideration through Human Resources.
- Individuals who contact departments directly must be referred to Human Resources to be considered in the employment process.
- All positions will be posted on the Human Resources website. The information provided is reviewed by Human Resources for consistency. The position is then posted on the Human Resources webpage.
- Positions limited to internal (DSC) candidates, the position shall be posted for a minimum of five working days. If sufficient applications are not received, the position can be reposted as necessary. Reviews and interviews may begin after positions have been

posted for five working days and the position may be offered. Only in unusual or hardship cases will posting requirements be waived.

- For external and internal candidates, the position shall be posted for a minimum of ten working days. If sufficient applications are not received, the position can be reposted as necessary. Reviews and interviews may begin after positions have been posted for ten working days and the position may be offered after 10 days. Only in unusual or hardship cases will posting requirements be waived.
- Position vacancies may also be advertised in local or regional newspapers or national publications at the expense of the hiring department. All arrangements for ads must be made through the Human Resources department. Ads must be approved by Human Resources to insure uniformity and inclusion of appropriated Affirmative Action Statements.

### **EVALUATION OF CANDIDATES**

- The Human Resources department evaluates all applications received based on stated job-related experience, skills, education and training according to job description criteria. The Human Resources department will refer qualified applications to the department where the vacancy exists. The Human Resources department and the interviewing supervisor, along with the search committee if applicable, will review the applications sent from Human Resources and select the most suitable with a minimum of three qualified candidates for external candidates for campus interviews. There is no minimum requirement for the number of applicants to be interviewed internally. Selected candidates will be contacted by Human Resources to arrange an interview, which will be coordinated with the schedule of the interviewing supervisor.
- The interview process cannot begin until after the position has been posted for the minimum period of time defined in the Recruitment Process paragraph above.
- Departmental interviews must not be promised or scheduled until the applicant is processed through Human Resources, because applicants may not always meet minimum qualifications listed on their applications. Employment procedures must be consistent for all applicants.
- The departmental interviewer or department search committees, if used, should formulate a list of appropriate questions to ask each candidate. Questions or interview procedures must be consistently applied to all candidates. (Copies of permissible pre-employment questions can be obtained from Human Resources to include guidelines from ADA related questions.)

### **SELECTION OF CANDIDATE**

- After meeting the posting and interviewing requirements of this policy, the hiring manager should make a decision to hire or a decision to repost the position. If necessary, the Human Resources office will process references of the top candidates upon request of the interviewing department. Usually character references, co-workers, previous employers (but not current employers unless otherwise agreed) will be verified. The Human Resources department will notify the hiring supervisor of the findings.
- When a departmental screening committee is used, the committee should not make a recommendation until after all campus interviews are completed. The hiring supervisor will make the final decision.
- When a candidate has been selected, the Human Resources department will complete a background check on the selected candidate following the DSC background check procedure. Failure to have a background check acceptable under the DSC policy will disqualify a candidate.
- For positions requiring a P-Card or cash handling, a candidate must successfully pass a credit check.
- Upon notification of the background clearing, the Human Resources Department, on behalf of DSC, will make the official employment offer to the desired candidate. The Human Resource Department will advise the candidate of the salary, date, time and place to report and documents required to satisfy Federal requirements to work in the United States. A letter will be mailed to confirm the offer.

- The hiring supervisor will be advised by the Human Resources Department of the candidate's decision to accept or decline the position. When an offer is rejected, an offer may be extended to the next best qualified applicant.
- ***Once the candidate accepts the position, the hiring department will complete a new PAF with the new employee's information. The PAF along with a copy of the hiring letter attached is sent to the vice president over the hiring area and then to Human Resources.***
- All unsuccessful candidates who have interviewed on campus will receive a letter explaining that the position has been filled by the person best qualified for the position based on job related requirements. The letter will be sent by Human Resources.

#### **DISQUALIFICATION OF A CANDIDATE**

A candidate will be disqualified for employment for any of the following reasons:

1. Conviction of a criminal drug offense shall disqualify a candidate for not less than two (2) years. Any candidate who has been convicted of a second or subsequent criminal drug offense shall be ineligible for employment or re-employment for a period of five (5) years from the date of the recent conviction.
2. Any false statement of material fact in the application.
3. The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.
4. The candidate applying for a position of trust has been convicted of a felony or crime involving moral turpitude, unless the applicant has been pardoned.

