



Approval Date: 09/21/19  
Effective Date: 09/21/19  
Last Revised:

## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	070.024.000 – Recruitment and Hiring
<b>Responsible Department:</b>	Human Resources
<b>Authority:</b>	Executive Director of Institutional Effectiveness

### Overview

Columbia Gorge Community College is committed to employ, in its best judgment, the best qualified candidates for approved college positions while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of CGCC to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

The HR department is responsible for the overall management of the recruitment and selection processes, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

### Applicability

Staff and faculty

### Administrative Rule Statement

#### *Recruitment Process*

1. The hiring supervisor/manager submits a request to fill a vacant position or create a new position.
2. The HR department will seek the appropriate approvals from the Vice President of the department and the President.

3. The HR department will contact the hiring supervisor to determine the most cost-effective methods of recruitment and selection.

Potential recruitment sources include:

- Newspaper advertising.
- Internet advertising.
- Retained agency search.
- Temporary agency.

4. The HR department will submit candidate application to the hiring supervisor/manager. The hiring committee will use proper screening documents to identify the most appropriate candidates for interviewing.

5. The HR department or hiring manager will schedule the candidates for interviews.

### *Selection Process*

This process applies for external hires only.

1. Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. The HR department will advise hiring managers on interview techniques and final candidate selection. All external candidates to be interviewed must first complete a CGCC employment application. Internal applicants need to complete a Letter of Interest and Resume.
2. The HR department will conduct reference checks and background checks, if applicable on the selected final candidate(s).
3. Upon the selection of the final candidate, the hiring manager and the HR department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.). Final approval needs to be obtained from the President.
4. Human Resources will extend the verbal offer of employment to the candidate selected. The HR department will prepare a written offer of employment for the candidate.
5. Final start date for employee should be no sooner than one week, unless otherwise approved, to ensure complete set up of new hire process.

*At all steps in the screening and interview process the college will maintain compliance with federal and state laws including Veteran's Preference (ORS 408.225 to 408.237).*

### **Interpretation of Administrative Rule**

Executive Director of Institutional Effectiveness

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*Columbia Gorge Community College is an equal opportunity educator and employer.*

**References:**

NWCCU Standard 2.B.1

**Further Information**

Executive Director of Institutional Effectiveness

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