Employment Hiring & Recruitment for Vacant Positions

## 5.0 PROCEDURES

## A. Hiring Process Preface

- In general, the basic hiring and recruitment procedure will be followed to recruit for, and fill, any and all open positions at LCCC. Some procedural steps may be bypassed and/or minimally fulfilled, dependent on the type of position and surrounding circumstances.
- 2) All forms identified within the steps outlined within this process, support tools such as scoring rubrics/matrixes and interview guidance, supervisory hiring guidelines, and screening committee guidelines are available electronically from Human Resources (HR), and/or are provided within the supervisory training sessions coordinated through HR.

3)

Employment

- c. Viable candidate pool should be reduced from beginning count to a group of three to five candidates considered to be most viable. Candidates who are no longer under consideration will be notified of such by HR.
- d. Candidates who will be brought on-campus for interviews will be contacted. The Hiring Manager/Supervisor will coordinate any interview schedules and committee schedules in partnership with HR.
- 9) Interview Finalist Candidates (when applicable) Top tier candidates will be brought oncampus for interview opportunity, as well as any skill demonstration/testing and or other assessment method, as may be deemed appropriate.
  - a. In partnership with HR, the Hiring Manager/Supervisor will work with the established Screening Committee, when applicable, to develop the on-campus interview schedule.
  - b. Any methods employed during the on-campus interview will be developed, reviewed and approved by HR prior to engaging in the active usage. Guidance, suggestions, and finalist/second interview guidance and scoring rubrics/matrixes are available through HR.
  - c. Top tier candidate information will be compiled by the Hiring Manager/Supervisor, with the assistance of Screening Committee members, as appropriate. Top tier candidate information will be forwarded to HR for the candidate vetting process.
- 10) Candidate Vetting (Checks and Verification) Education, employment, demographic information verification, reference checks, and background check completed.
  - a. Candidates will be contacted for acknowledgement of the vetting process. Once consent has been provided, HR will conduct a background check, education verification, and personal demographic verification.
  - b. Hiring Managers/ Supervisors will be contacted by HR to begin the professional reference checking process. A minimum of three professional references will be contacted and information gathered (professional reference check guidance and sample forms are available through HR).
- 11) Final Selection Hiring Manager/Supervisor arrives at the candidate of best fit and forwards final selection forward for revi 3

Employment - Hiring &