



COLLEGE POLICY

PERSONNEL

E-2a PROCEDURE Hiring Processes & Procedures

The Vice President for Human Resources (VPHR) coordinates all hiring activities for the College.

Position requisitions will be submitted by the responsible administrator for consideration and routed for administrative approval in accordance with College policy supporting access, equity, equal opportunity and fair employment policies and practices.

The Human Resources staff will:

1. Complete recruitment activities.
2. Review and conduct screening of applications.
3. Oversee interview and candidate selection. (E-2b).
4. Conduct a review and approval of recommendations to hire from divisions.
5. Conduct background and reference checks.
6. Extend offers of employment and process employment acceptance and onboarding of new employees.

Recruitment

All prospective employees of Southeast Community College must meet minimum qualifications and accreditation standards if applicable, including state and federal regulations pertaining to specific positions, as defined within each job description.

Review and Screening Applicants

All applications will be reviewed for minimum qualifications based on the job description for the position. Applicants meeting the minimum qualifications will be forwarded to the interview team for additional screening, review, and consideration.

Interviews and Candidate Selection/Recommendation to Hire

Interview formats are approved by Human Resources and support access, equity, equal opportunity and fair employment policies and practices. Division interview teams will select top candidates and conduct interviews. Interview team chairs will submit interview questions to the designated office for review and approval.

Following the interview process, the responsible administration will submit a "recommendation to hire" to Human Resources. The Human Resources office will conduct a final review and approval of the recommendation.

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5. Any additional education, skills, or credentials obtained while employed at the College

Any updated credentials (e.g., renewed licensure or certifications, documentation of special training)

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