Kirkwood
COMMUNITY COLLEGE

College Procedure:	**401.6 - Hiring and Selection**
Policy Reference:	**401 - Non-Discrimination in Employment**
Responsible Department:	**Human Resources**
Approval Authority:	**Cabinet**
Procedure Owner:	**Vice President, Human Resources & Institutional Effectiveness**
Effective Date:	**10/1/19**

Version Number: 1
Legal Counsel Reviewed (yes/no): no
Legal Reference(s):
Scope: College-wide

Reason for Procedure

This procedure establishes guidelines for the process of hiring employees at Kirkwood Community College. Kirkwood Community College strives to hire the most qualified candidates for all positions in a fair and consistent manner, following all applicable laws and guidelines.

The Procedure

A. **Posting a position:**

1. To post a replacement or new position, the department must complete a Requisition through NeoEd and attach an updated job description along with a rating rubric (full-time positions) for review by HR. The Requisition is routed to the Human Resources Recruiter to begin the posting process.

2. For requests to post _new_ full and regular part-time positions:
   a. The Requisition will be reviewed for approval by HR and Finance designees. HR will review the new position to ensure the position job description and salary pay band are appropriate. Finance will review the new position to determine if the position is cost neutral, or requires new money in excess of the amount already budgeted for that fiscal year.
   b. Once HR performs its review and is satisfied with job description and placement, and Finance confirms the new position is cost neutral the new position will be approved to post.
   c. New positions that require additional funding will normally only be approved during the annual budgeting process in the spring, to be effective at the start of the next Fiscal Year. Acceptations may be made for unforeseen or exigent circumstances. In the event that Finance determines the new position requires additional funding or

HR cannot reconcile a concern raised during its review with the department, the request to create the new position will require full Cabinet approval.

3. Requests to post a Seasonal, Continuing Education, or Adjunct position do not require approval.
4. Requests to post replacement part-time positions require Cabinet approval.
5. Requests to post replacement full-time positions require Cabinet, Compensation, and Finance approval.
6. A hiring manager may request that a position be posted for internal applicants only. If requested and approved, internal postings will be placed on Kirkwood's employment site and only internal applicants will be considered. All full-time board approved internal openings will be announced in "Have you Heard."
7. The hiring manager can request that the position be removed from the website when the manager and committee feel there are an adequate number of qualified applicants in the pool. All jobs should be posted for a minimum of five full business days. If the job is reposted for any reason the five business days starts over.
8. If a hiring manager has a full-time employee within their current department that is qualified for the job, they are not required to advertise the position. If the promotion is outside of their current department, it is a requirement that the job be advertised.
9. Full-time faculty positions will be open internally for five full business days before opened to external candidates. This will be posted in "Have you Heard."
10. Once the position is removed from NeoEd, it can be re-posted upon request for no less than five full business days. The position cannot be reposted and then immediately removed again in order to allow one person to apply.

B.   **Screening and Interviewing:**

1. To be considered for an interview all candidates must complete an employment application online, unless an approved alternative method of application is requested.
2. Candidates must be 18 years of age or older to be considered for employment. Hiring of minors is only approved for specific positions. Minors must be 16 years of age or older.
3. A standard set of questions should be used for all candidates and the interview questions and answers should be documented. The [Interview Record Form](#) should be used for all interviews.
4. Candidates must have the minimum qualifications to be selected for an interview. If the minimum qualifications change for the position, the job needs to be reposted and candidates need to apply again.
5. After qualified candidates have been identified and interview questions created by the application review team, the names of the applicants to be contacted for an interview and the interview questions should be sent to HR for review and approval. Do not schedule an interview without approval from HR.
6. Each interview panel should have a minimum of 3 members for full-time positions and 2 members for part-time positions. For adjunct hiring, there is no requirement for number of hiring members.
7. If multiple qualified applications are received, a minimum of two to three applicants should be interviewed. Phone screens can be performed in this stage as well.

C. **Reference Checks:**

1. For full-time, board-approved positions, two professional reference checks must be completed on the final candidate(s) using the [Reference Check Form](link).
2. One reference check for part-time positions is required.
3. One reference check is required for adjunct hires.
4. If a final candidate is a current employee in the same department, a reference check is not required. The hiring manager should have a discussion with the candidate's current supervisor and HR to ensure the employee is eligible to be considered for the position.
5. Reference checks are not needed for seasonal employees.
6. If references are impracticable to obtain, contact HR to discuss a waiver.

D. **Selection and Offer:**

1. Once a successful candidate has been identified, inform HR so they can move the candidate to the eligible list and the hiring manager can complete the Move to Hire form. The Move to Hire form should be completed in its entirety by the hiring department. The form can be found in NeoEd by moving a candidate to hire. The form is routed to the HR Recruiter to begin the approval process.
   a. If detailed information about how the candidates were chosen and ranked is not included in the appropriate sections of the form, approval may be delayed.
   b. If the recommended salary field is left blank, only the minimum of the position's pay band will be approved. Please see the Compensation Procedure for information regarding salary for new hires.
   c. Full-time, board-approved hire dates should follow the new hire start dates shown in the Payroll Calendar, unless an exception is approved by HR.
2. The hiring manager will send all interview notes/reference checks to HR or attach in NeoEd.
3. Full-time board approved positions require Cabinet, Compensation, EEO Officer, and Finance approval. Most offers are the minimum of the pay band. Any offer over the minimum requires HR approval, pending an internal equity review. President approval is required if the requested salary is over 10% above the minimum of the pay band.
4. Part-time positions require Cabinet member approval. If above the minimum of the pay band, Compensation will also need to approve.
5. Continuing Education, Adjunct, and Seasonal positions do not require approvals.
6. Once the form is approved, the hiring manager will be notified by HR that they can extend an official offer to the candidate, making sure to state that the offer is contingent upon successful completion of a background check (all employees) and board approval (full-time board approved employees).
7. The hiring manager should inform HR if the job offer is accepted or denied.

E. **Post Offer:**

1. Once a candidate has accepted, HR will send notices in NeoEd to applicants who were not interviewed. It is recommended that the hiring manager personally contact candidates who were interviewed but not selected.
2. HR emails the new employee (with the personal email they provided on their application) the new hire paperwork to complete electronically.
3. The hiring manager will complete a New Employee Form – IT access and Key Request (if needed) once the start date and k# are confirmed.
4. On the first day of employment or prior, the new hire will need to bring their I-9 Documents to the HR department to verify employment status. If the I-9 document is not completed by the 3rd day of employment following the start date, the new hire will not be able to continue to work until the form is completed.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log:

Version Number	Date Approved	Approved by	Brief Description of Change