

# Davis Applied Technology College: A Utah College of Applied Technology Campus Hiring Policy and Procedures

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Board Approval: 24 June 2004

Revised Board Approval: 26 April 2007

Revised Employee Input Team Approval: 13 July, 2011

Revised President's Council Approval: 10 October, 2011

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## 1. Purpose

To establish policy and responsibility for hiring employees of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus).

## 2. References

2.1. Davis Applied Technology College Salary and Wage Administration Policy

2.2. Davis Applied Technology College Employee Definitions Policy

2.3. Davis Applied Technology College Equal Opportunity and Nondiscrimination

2.4. Davis Applied Technology College Criminal Background Checks Policy

2.5. Davis Applied Technology College Job Descriptions Policy and Procedures

2.6. Davis Applied Technology College Disciplinary Sanctions of Personnel Policy

2.7. Davis Applied Technology College E-Verify Employment Eligibility Authorization Policy and Procedures

## 3. Definitions

**3.1. Hiring Authority:** Authorized person having budget authority to recommend and request the hiring of a new employee and with the responsibility to follow through on requirements in the hiring process.

**3.2. Career Service Position.** Employees in career service positions are expected to be long-term employees who might reasonably be expected to remain with the College Campus until retirement.

**3.3. Limited Service Position.** Employees in limited service positions are part-time, temporary, or seasonal employees who are not expected to remain at the College Campus for a long-term career. Judgment should be exercised on a case by case basis to determine if a position best fits the career service employee category or the limited service employee category.

## 4. Forms and Procedures

**4.1. Provisions of Policy.** The provisions of this policy do not alter the provisions of the Disciplinary Sanctions of Personnel Policy, or the criteria established in that policy for probationary status.

**4.2. Need for Position.** The Hiring Authority identifies the need to hire and justifies a need for a position, demonstrates fund availability, and demonstrates to the Campus President that the position meets Campus Board authorization requirements.

**4.3. Request to Hire.** A Request to Hire form needs to be completed by the Hiring Authority with all authorizing signatures prior to opening the position and prior to hiring or seeking applicants. The Hiring Authority should coordinate with the Human Resource Office when completing the Request to Hire form. The job announcements and job advertisements are prepared by the Director of Human Resources or designee. The

Controller or designee is responsible for budget approval of the form. This approval should consider available FTEs (full time equivalents) as well as budgeted funds availability. Final approval is obtained from the Campus President or designee.

**4.3.1.** The Request to Hire form must include the following attachments:

- Job Description
- Job Announcement
- Job Advertisements

**4.3.2. Open Request to Hire.** Positions which are eligible for an Open Request to Hire are those limited service positions of a temporary nature which use employees on an as needed basis, such as adjunct instructors. The Request to Hire form must indicate that the position meets the criteria for an Open Request to Hire. The same authorizing signatures and attachments are required, except that final approval may be by the Campus President or the appropriate Vice President.

**4.4. Advertising.** Advertisements will be posted internally at the College Campus and formal external advertising may also be used. Specific advertising will be selected by the Hiring Authority in conjunction with the Director of Human Resources or designee.

**4.4.1.** For career service positions, advertisements will be posted for at least seven calendar days and may be posted as open until filled.

**4.4.2.** For limited service positions, advertisements will be posted for at least five working days.

**4.4.3.** Temporary limited service positions with an Open Request to Hire may be advertised on a periodic basis as needed.

#### **4.5. Exceptions to Posting of Job Opportunities**

**4.5.1. Transfer/Promotion.** Advertising may be limited to internal postings if there are sufficient qualified internal candidates to fill a position by transferring or promoting an existing College Campus employee.

**4.5.2. Hourly to Salaried.** Posting is not required when a position is changed from hourly to salaried within the College Campus, and (1) the position for which the hourly employee was originally hired was listed and filled through approved procedures, but not with an Open Request to Hire, and (2) the new salaried position is relevant to that original assignment.

**4.5.3. Special Skill Required.** The advertising process and the job opening/closing process may be suspended in special cases for limited service positions where a special skill is required. This process suspension option would only be available in cases where the limited service employee will be hired as an intern (or similar position) from an educational institution which teaches the special skill required or where the limited service employee will be hired for a short term assignment in addition to a separate career job in an industry where the employee uses the required special skill on a regular basis. Any use of this process suspension option must be approved in writing by the Campus President on the Request to Hire form.

**4.6. Applications and Resumes.** College Campus employment applications are required. Applications for all positions will be collected in the Human Resource Office and date stamped when received. Resumes may be attached to the applications. Applications for a position will be not accepted after the closing date for any given position. All applications and resumes will be kept on file for a period of one year and may be used as a means to maintain a pool of potential candidates to fill other job openings that require comparable job qualifications.

**4.6.1.** Application forms with appropriate instructions are given by the Human Resource Office to those who request them. Applications may also be obtained and/or submitted electronically via the campus website.

#### **4.7. Screening Process**

**4.7.1.** Applications and resumes will be screened for minimum qualifications by the Human Resource Office and forwarded to the Screening Committee.

**4.7.2.** Application/resume screening will be conducted by the Screening Committee named on the Request to Hire form. When selecting individuals for Screening Committee membership, consideration should be given to ensuring representation from appropriate employee groups. Each member of the Committee will review and rate applications using a Qualification Rating Sheet developed for each position by the Hiring Authority in consultation with the Human Resource Office.

**4.7.2.1.** If approved on the Request to Hire form, the Hiring Authority may review and rate applications for limited service positions without the assistance of a Screening Committee.

**4.7.3.** Based on the scores from the Qualification Rating Sheets, the Screening Committee members will work in conjunction with the Human Resource Office and develop a prioritized list of applicants.

#### **4.8. Interview Process**

**4.8.1.** Interviewing will be conducted by the Interview Committee named on the Request to Hire form. When selecting individuals for Interview Committee membership, consideration should be given to ensuring representation from appropriate employee groups. The Interview Committee may be comprised of individuals who also served on the Screening Committee. The Interview Committee shall determine the number of applicants to be interviewed after reviewing the ratings by the Screening Committee. Interviews shall be conducted by asking a series of standard questions to each applicant interviewed. The series of standard questions will be developed by the Hiring Authority and approved by the Human Resource Office prior to the interviews. Questions will not be asked which will discriminate or lead to unlawful bias.

**4.8.2.** If approved on the Request to Hire form, the Hiring Authority may conduct interviews for limited service positions without the assistance of an Interview Committee.

**4.8.3.** The Interview Committee will recommend the top qualified applicants based on the results of the interviews and the resumes and applications.

**4.9. Selection.** A selection (not notification) will be made by the Hiring Authority following the interview process. All positions must be approved by the Campus President or designee.

**4.9.1.** In cases where the Hiring Authority has not used a Screening Committee or an Interview Committee for a limited service position, final selection is made in conjunction with the Human Resource Office.

**4.10. Reference Checks.** References must be checked prior to extending an offer of employment to any individual. Reference checks may be conducted by the Human Resource Office and results will be forwarded to the Hiring Authority, or the Hiring Authority may choose to conduct these themselves.

**4.11. Criminal Background Checks.** Prior to extending an offer of employment the applicant must have a background check conducted, as described in the Criminal Background Checks policy.

**4.12. E-Verify Employment Eligibility Checks.** An employment eligibility check must be conducted in order to verify whether the applicant is authorized to work in the United States. This will be performed by the Human Resource Office in accordance with the E-Verify Employment Eligibility Authorization policy.

**4.13. Personnel Action Notice.** A Personnel Action Notice form must be completed by the Hiring Authority and signed by the Campus President or designee prior to extending an offer for employment to any applicant. Starting salary/wage for new employees should be set based on applicable wage determination procedures for the appropriate employee classification.

**4.13.1.** The Personnel Action Notice form for limited service positions with an Open Request to Hire may be signed by the Campus President or the appropriate Vice President.

**4.14. Hiring Documentation Form.** A hiring documentation form reflecting the history of the hiring process must be attached to the Personnel Action Notice form for the final selection. This hiring documentation form includes applicable information such as:

- Job opening and closing dates
- Form of advertising used
- How many applications were received
- The screening process used
- Verification that a standard rating system and standard questions were used
- Number of applicants interviewed
- Why the final applicant was selected, including affirmative statement that we did not deny employment to any applicant based on a protected class.
- The recommended salary or wage and the account to be paid from
- The recommended start date for the new employee

**4.15. Job Offers.** The job offer may be extended by the Hiring Authority after this is coordinated with the Human Resource Office. Prior to extending the job offer the Hiring Authority must review the proposed salary and benefits with the cognizant Vice President or President, and the Director of Human Resources or designee(s). The Personnel Action Notice and the Hiring Documentation Form should be completed and approval signatures obtained prior to extending the offer.

**4.15.1.** Non-selection notices are sent by the Human Resource Office within one week or as soon as practicable.

**4.16. New Employee Packet and Checklist.** A New Employee Packet and Checklist will be provided by the Human Resource Office. All forms in the new employee packet must be completed by the employee and returned to the Human Resource Office prior to beginning employment.

**4.17. Complete Paperwork Prior to Receiving Pay Check.** Payroll checks **will not be issued** to new employees until the Hiring Authority ensures that all mandatory hiring forms have been completed and returned to the Human Resource Office with the appropriate signatures.

**4.18. Ratification by the Campus Board.** Employment of all new employees must be ratified by the Campus Board to become official. Any new employee not ratified by the Campus Board will have their employment with the College Campus terminated in accordance with proper termination procedures.

**4.19. Probationary Period.** New employment at the College Campus is subject to a probationary period as defined in the College Campus Disciplinary Sanctions of Personnel Policy.