EMPLOYMENT GUIDE

Please read carefully.

FINAL SELECTION PROCESS

A. Employment Notebook

The employment notebook is sent to the supervisor along with the applicant files. Upon receiving the employment notebook, please check each item to ensure that the notebook is complete. It should contain:

( ) 1. Equal Employment Opportunity Policy, which includes statements regarding nondiscrimination in regard to race, color, creed, sex, age, and national origin as required by federal, state, and local laws pertaining to fair employment practices.

( ) 2. Routing Checklist, a list and check-off form for personnel staff.

( ) 3. Employment Guide, a step-by-step guide of the hiring procedures. The employment guide, which should remain in the notebook, should be followed and items should be checked as they are completed.

( ) 4. Affirmative Action Routing Sheet, which remains with the employment notebook throughout the procedure, should be initialed and dated each time the notebook is forwarded.

( ) 5. Final Recommendation Form, to be completed with the name of applicant recommended for employment.

( ) 6. Statement of Selective Service Registration Compliance, to be completed by all applicants who are interviewed.

( ) 7. Application Routing Sheets, which should be completed for each applicant interviewed.

( ) 8. Three Required Telephone Reference Check Forms and Additional Forms, which should be completed on the applicant recommended for employment. This is not required when the position is being filled by an internal full-time or continuing part-time applicant.

( ) 9. Required Credentials Form, which should be completed and signed listing education and experience considered pivotal in the final selection
of the applicant, thus requiring official verification. This is not required when the position is being filled by an internal applicant.

( ) 10. Applicant Flow Chart, which includes names and addresses of applicants.

( ) 11. Job Description, which should be used as a guide in selecting applicants to be interviewed. Only applicants who meet or exceed the minimum qualifications listed on the job description should be considered. In determining experience, consideration should be given only to full-time work experience. Any part-time experience for credit must be approved by the president.

( ) 12. Advertisement, including actual copies of newspaper ads.

( ) 13. Applications, including folders with applicant credentials.

B. Screening Applications

( ) The Human Resources department processes all incoming applications. On or after the closing date for the position (or the date of initial screening for positions posted as "Open Until Filled"), the director of Human Resources, the affirmative action officer, and the task force chair will review the entire applicant pool. Those applicants whom they agree do not meet the minimum qualifications will be removed from the pool. The director of Human Resources will send letters to these individuals thanking them for their interest in employment with the college. Applicants remaining after this review will be considered for interviews by the entire task force. Applications from persons who do not meet minimum qualifications but who present evidence of qualifications worthy of special consideration may also be included, but only if the director of Human Resources, the affirmative action Officer, and the task force chair agree such consideration is warranted.

( ) Task force members will review these applications in the Human Resources department office during the week after the initial review takes place. After all task force members have reviewed the pool of qualified applicants, the task force will meet to identify candidates for interviews. The list of interviewees should closely reflect the ethnic, racial, and gender diversity of the pool of qualified applicants and of the college’s service area. The affirmative action officer has the authority to determine that the applicant pool lacks such diversity. In the event the affirmative action officer makes this determination, the position will be reposted or readvertised. No fewer than five applicants should be selected for interviews. The director of Human Resources or the affirmative action officer must approve any exceptions to the minimum number of interviewees.
C. Interviewing Preparation

( ) 1. The director of Human Resources and the task force chair will convene the task force during the first two weeks the position is posted. This initial meeting will include an orientation to the college’s selection procedures, the identification of questions to be included in the interviews, and the establishment of a timeline that includes subsequent task force meetings and an interview schedule.

( ) 2. Schedule interview appointments. The Human Resources director or affirmative action officer must serve on interview panels for full-time and continuing part-time positions.

D. Interviews

( ) 1. At the beginning of each interview, explain to the applicant the interview format to be used.

( ) 2. Emphasize the following points:

a. At the beginning of the interview, the applicant must complete the Statement of Selective Service Registration Compliance form.

b. The initial contract of employment for all new full-time and continuing part-time employees is a three-month probationary contract.

c. During the three-month probationary period, the employee is evaluated every two weeks.

d. Each new employee must provide the Human Resources department with official verification of pertinent education and work experience during the first 60 days of employment. These credentials must be mailed directly to Human Resources by the verifying school or employer. **They may not be hand-carried.**

e. Unsatisfactory evaluations or failure to verify required documentation during the probationary period could result in termination of employment or a reduction in salary to the level for which official verification has been provided.

( ) 3. Making notes during the interview is optional; however, notes are helpful in completing the Application Routing Sheet, which lists the interviewer's thoughts and impressions. Notes will also serve as documentation for recommendations. Rating sheets are recommended.

( ) 4. Never quote a specific salary. If a salary range has been established and approved/released by the president, that information may be given.
5. Determine the salary expectations of the applicant. If the minimum salary expectation is not filled in by the applicant on his/her application, this information should be obtained during the interview.

6. At no time should the applicant be promised employment. Only the president has the authority to offer employment for all full-time and continuing part-time positions.

7. Do not tell any applicant that he/she is being recommended for employment.

E. Selection of Finalist(s)

1. After interviewing, compare notes and scores, if applicable.

2. If there is one clear choice, follow the following procedures:

   a. A minimum of three telephone reference checks must also be included, with one each conducted by the director of Human Resources, the task force chair, and the division head. Please complete these reference check forms in their entirety. **Two of the reference checks must be made with the recommended candidate’s supervisors. One of these supervisors must be the recommended candidate’s present supervisor or most recent supervisor.**

   b. The division head conducts an interview with the recommended candidate. The purpose of this interview is to help determine the suitability of the recommended candidate and to examine further issues or questions that may have been raised during the first interview. This meeting also provides the recommended candidate with another opportunity to ask questions about the college, the position, or the selection process.

   c. All persons employed in the Facilities Services department must have a criminal background check completed and hold a valid North Carolina driver’s license.

   d. Finalists for full-time and continuing part-time clerical positions will be required to complete the following performance tests:

      1. Keyboarding test: required rate of 50-55 words per minute on a five-minute timed writing with five or fewer errors.

      2. Spelling test
Test administration will be provided by the Employment Security Commission. The college will receive notice of clerical tests results.

( )  3. If the supervisor is satisfied with the reference checks, the Application Routing Sheet should be completed on each interviewed applicant. Each Application Routing Sheet should be initialed by the committee members.

( )  4. The Final Recommendation Form should be completed, listing the first choice and the other candidates in order of preference.

( )  5. Complete the Required Credentials Form by checking all items that were instrumental in helping make the decision to recommend the applicant over all other applicants. The president has the authority to revise/change any required credentials listed.

( )  6. Group applications and the employment notebook with all completed forms.

( )  7. IMPORTANT: Check to make sure that the following items are returned with the notebook:
   ( ) Equal Employment Opportunity Policy
   ( ) One Routing Checklist
   ( ) One Employment Guide
   ( ) One Affirmative Action Routing Sheet
   ( ) One Final Recommendation Form
   ( ) Selective Service Registration Compliance Forms
   ( ) Application Routing Sheets
   ( ) Telephone Reference Checks
   ( ) Required Credentials Form
   ( ) Applicant Flow Chart
   ( ) Job Description
   ( ) Advertisement
   ( ) Applications

( )  8. Initial and date the Routing Sheet and forward the employment notebook to the next individual on the Routing Sheet.