
AP 7120 Recruitment and Hiring

Whenever full-time position vacancies occur, the Executive Director of Human Resources and the vice president or dean of the affected department and will discuss and review the position prior to the position being opened to candidates or advertised. The purpose of the discussion is to ascertain if the job description requires revisions and if the position is classified correctly to accomplish the work of the College.

In cases where new full-time positions are needed or created, the position must be approved by the President's Cabinet prior to announcement.

Where applicable, Human Resources shall publish on the college website procedures regarding recruitment and advertisement methods, application instruments, search committee composition and activities, selection procedures, pre-employment testing and physical examinations (as appropriate), reference checks, and employment offers for all position types.

General Hiring Procedures:

- A. Application and related information may be obtained from Klamath Community College, 7390 South Sixth Street, Klamath Falls, Oregon 97603.
- B. Official Klamath Community College applications must be completely filled out and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Completed application and related materials must be received by the closing deadline. Failure to submit all required application materials may result in the applicant not being considered for the position. Submission of these materials is the responsibility of the applicant. The College does not return application materials.
- C. The College reserves the right to re-advertise vacant positions, to indefinitely delay filling a position or withdraw a position.
- D. All applicant materials are subject to investigation and verification. False statements will be cause for disqualification from the application process, or termination of employment.
- E. Screening of applications will begin at the discretion of the College. Candidates selected for interview may be invited to the College.
- F. Finalists will be contacted either by telephone or electronic mail to make interview arrangements. Those not selected for interview will be notified by mail, electronic mail, or telephone.
- G. The College reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.
- H. The College will hire only persons lawfully authorized to work in the United States.



- I. The College maintains a file that will yield the demographic composition of applicant pool. A form will be provided in the application for this purpose. Completing and returning this form shall be voluntary.

The policies of non-discrimination at KCC affirm the right of all individuals to equal education, activities, facilities, and employment. Questions or concerns may be directed to the Human Resources Office.

Adopted: 1/17/2024

Revised:

References:

NWCCU Standards 2.F.1 and 2.F.3
BP/AP 3410 Nondiscrimination