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## **BP 7120 Recruitment and Hiring**

Institutional success is the result of talented staff at all levels acting to attain institutional goals. Continued success in maintaining high quality choices for both the selection and retention of College employees is essential for the continued success of the college.

The College President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- Academic employees shall possess the minimum qualifications prescribed for their positions by state law.
- The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures.

### Vacancies

Announcements of vacancies shall be made with notifications, in accordance with the applicable public nondiscrimination policies.

### Criteria for Selection

The most suitably qualified candidates will fill positions after a full and fair search. Selection shall be based upon the merits of the candidates for the particular position. In considering ability to do the job, a review shall include, but not be limited to the work history, attendance record, educational background, and aptitudes of the candidates.

### Transfer of Employees

A transfer is a lateral or downward movement of an employee. Transfer of an employee to an open position does not require advertisement outside the College. Furthermore, the President may transfer a person to another position in the College if his/her position is being eliminated, provided that the person is qualified for and accepts the new position.

### Credentials

The Human Resources Office is responsible for ensuring that all forms and documents, required of new employees, be executed and received prior to initial employment.

### Job Description

The College shall provide each employee with a copy of a job description at the time of job entry. The employee shall perform the duties as listed in the job description. Modifications to an employee's job description that do not change the job classification shall be made during performance appraisal by the employee's supervisor at the request of the employee and supervisor.



*Replaces former KCC Policy 305.0160, 510.0000, 510.0100, 510.0300, 510.0350, 515.0200, 515.0350, and 515.0365*

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Revised: Policy 305.0160 03/21/2006; 10/26/2006, 06/23/2015, 03/08/2016, 06/28/2022

Policy 510.0000, 510.0100, 510.0300, 510.0350, 515.0200, 515.0350, and 515.0365 01/27/2004, 11/25/2003, 11/23/2005; 11/28/2006, 05/26/2009, 12/9/2009, 02/22/2022, 06/28/2022 Under Review 06/28/2011, 3/12/2012, 06/26/2012, 09/23/2014, 06/23/2015, 04/26/2016, 04/24/2018, 04/25/2023

References:

NWCCU Standard 2.F.1 and 2.F.3