SRTC Procedure: Recruiting and Hiring

General Philosophy
Southern Regional Technical College (SRTC) is an affirmative action/equal opportunity employer. The College is committed to promoting a diverse workforce that is representative of the people of its service delivery area and to providing maximum opportunity for internal mobility within the organization. Affirmative action means taking active steps to ensure that women, racial minorities, persons with disabilities, disabled veterans, and veterans of the Vietnam Era are well represented in our workforce.

Positions
All vacant positions must be posted. The Director of Human Resources or designee must approve all job announcements prior to posting. A job announcement must be posted a minimum of five working days. The announcement should be posted in prominent locations and on suitable websites. A job may be posted internally or externally. Internal job announcements are open only to qualified, current Technical College System of Georgia (TCSG) or SRTC employees. External job announcements are open to all qualified applicants.

Part-time employees and adjunct faculty may not be promoted to a full-time position unless a job announcement has been posted and a search conducted.

Advertising and Outreach
The Director of Human Resources or designee must approve all recruitment advertising prior to placement. To ensure a diverse pool of candidates, whenever possible and practical, SRTC will list job openings with the local Department of Labor Employment Services office, utilize advertising mediums with minority distribution, and list the openings with organizations that may be helpful in recruiting women, racial minorities, persons with disabilities, disabled veterans, and veterans of the Vietnam Era.

Screening of Applicants
Each applicant's experience, training, and education will be measured against the posted minimum job qualification. An applicant who does not submit a timely application or whose application does not meet the posted minimum job qualifications shall not be interviewed or otherwise considered for the posted vacancy.

Whenever possible, Human Resources will conduct a pre-screening of all applicants and oversee the interviewee selection process by the Hiring Supervisor and/or committee.

Interviewing
Hiring Supervisors are responsible for the interviewing of applicants. Whenever possible, a committee should conduct the interview process, including the determination of whom to interview. In making this determination, the interviewer(s) should consider along with other relevant factors whether or not an applicant has a preferred qualification. Normally, each applicant interviewed should be asked the same questions and responses noted and rated by the interviewer(s). Records should be retained of the search and selection process. It is the Hiring Supervisor's responsibility to ensure that these records are sent in a timely manner to Human Resources for retention.
Interviewed applicants should be asked to complete and sign an employment application, if they
have not already done so. Also, applicants who are interviewed should sign the appropriate
releases for further background investigation (criminal, motor vehicle, academic, etc.) if
appropriate.

Under normal circumstances, the candidate pool should contain members of racial minority
groups and women. If not, the Hiring Supervisor should contact Human Resources to discuss
further recruitment efforts.

During the interview process, care should be exercised to avoid questions that are not job-related.
For example, questions related to disabilities, medical conditions, marital status, planned
pregnancies, number or age of children are inappropriate. Pre-employment medical examinations
or immunizations may not be required unless pre-approved by the TCSG Director of Human
Resources.

Reference Checks
Satisfactory reference checks are a condition of employment. The individual in charge of the
search, usually the Hiring Supervisor, is responsible for verification of the applicant's educational
and employment background and credentials.

Prior to making an offer, the Hiring Supervisor must contact at least two of the applicant's
references, one of which should be the current supervisor if possible.

Offers of Employment
Several approvals are required before making an offer of employment. Offers of employment are
conditional upon completion and review of a signed employment application, satisfactory
reference checks, execution of the State's loyalty oath and, where required and approved by the
TCSG Director of Human Resources, certification of the employee's medical and physical exams
form. All offers of employment should be confirmed in writing and should be accepted in writing.

Retention of Records
Human Resources must retain all records of the search and selection process for a period of three
years. It is the responsibility of the Hiring Supervisor to ensure that these records are complete.

Responsibility
The Director of Human Resources has the overall responsibility for ensuring this procedure is
implemented.

Reference:
SBTCSG Policy 4.1.1: Recruiting and Hiring
TCSG Procedure 4.1.1p1: Recruiting and Hiring

Adopted: 11-17-14
Implemented: 07-01-15
Hiring supervisor requests position requisition.

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HR posts requisition in online position request system.

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Linear approval process ensures accuracy of job information, funding availability, and permission to recruit.

Faculty

Hiring supervisor and interview team select applicants for interviews with HR oversight.

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HR conducts pre-screening of applicants. Hiring supervisor assembles interview team.

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Position is posted to online job center with advertising launched to various sources identified in the requisition.

Interview team conducts interviews using a pre-approved form/questions from HR. If interviews yield no results, return to step 4, 5, or 6 as necessary.

Candidates selected for hire are processed according to the position being filled.

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The respective dean initiates the credentialing process to ensure the instructor possesses the requisite credentials for the curriculum to be taught. Once credentials are approved:

HR processes the new hire to determine work eligibility. If work eligible, hire date is established. If not work eligible, return.

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Second interviews are scheduled with the President and/or Provost. An employment offer is made or rejected. If rejected, return to step 7.

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The hiring supervisor with VP approval makes an offer for employment. If rejected, return to step 7.

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