Collin County Community College District
STAFF EMPLOYEE SELECTION GUIDELINES

The following guidelines are designed to make the process of recruiting and selecting full-time and part-time staff as straightforward and effective as possible.

NEW POSITIONS:
A new position is defined as one that does not currently exist within the college. The request to add a new full time position within a department is an organizational change, which requires a formal written request with a draft job description and rationale for the change be submitted for review by the appropriate Leadership Team member and the college president. Upon receipt of approval by the President, HR Compensation establishes the Market Decision Band for the position and finalizes the job description prior to the position being advertised.

REPLACEMENT POSITIONS:
A replacement position is one which currently exists within the college and/or may require minor function or responsibility updating to the job description. Approval to open the position and approval on the position description (if revised) must be obtained from both the appropriate dean/director and Leadership Team member.

OPENING A POSITION
Upon receipt of approval to fill a full-time or part-time staff position, the hiring supervisor contacts the District's Employment Office in Human Resources to initiate the hiring process. The first step is to discuss the best method of posting the approved position, either "Internal Only" or simultaneously posting it both Internally and Externally. A key factor considered in this decision is whether a sufficient pool of internal candidates exists to provide a competitive process among diverse candidates.

INTERNAL ONLY:
If a position is approved to be opened on an "Internal Only" basis, the position will be posted for at least one week on the college's website.

SIMULTANEOUS INTERNAL AND EXTERNAL:
Most positions are simultaneously posted and advertised internally and externally. These are posted on the college's website and advertised externally for a minimum of two weeks before a job offer can be extended.

PROMOTIONS/TRANSFERS:
In lieu of posting an open position, a hiring supervisor may submit a request to promote or transfer an employee within their division or department. This is considered an organizational change and requires approval of the appropriate Leadership Team member and the college president. A paper Request for Personnel (RFP) is submitted to the Employment Office in HR with the required signature approvals.

REQUEST TO OPEN POSITION:
A Request to Open Position form (Attachment A) is forwarded to the hiring supervisor from the Employment Office in Human Resources. The completed form provides the information required by the Coordinator of Employment to post the position on the college's web site. The hiring supervisor, dean/director, Leadership Team member and the Controller are all sent a message from the HRsmart *Career Center* via e-mail advising them to review and approve, if appropriate, the posting.   Once all approvals are secured, the Coordinator of Employment opens the position and notifies the hiring supervisor.

All full- and part-time staff openings are posted on the college's website at http://ccccd.hrdpt.com. The job announcement provides a summary of the position and includes: location, hours, salary range and the job description with the minimum education and experience requirements.

The on-line application process allows information submitted by qualified applicants (those who correctly answer the screening questions for the position) to be sent directly to the hiring supervisor via e-mail from our HRsmart *Career Center*. The screening questions follow the minimum requirements established in the job description. ***Note: As applications are reviewed, the hiring supervisor should be aware that some candidates fail to correctly answer the screening questions and that they should only consider those individuals who hold the requisite academic and experience credentials required for the position.***

APPLICATIONS/RESUMES:
The district uses an on-line application system as the method of collecting applications from individuals interested in current or future employment with the district. An applicant is considered for a position upon linking his/her on-line CCCCD application to an open position and correctly responding to the screening questions. This on-line system provides many advantages for both applicants and hiring supervisors.

Applicants are able to review a summarized version of the job description for all open positions, complete only one application form with CCCCD (which may be used for multiple open positions), and attach a cover letter, resume and transcript. The applicant also has the ability to make updates and edits to keep their application materials current. The hiring supervisor receives on-line applications of qualified candidates immediately via email, which results in a shortened hiring cycle.

INTERVIEWS – FULL-TIME POSITIONS:
Supervisors forward the Coordinator of Employment a list of names of candidates they wish to interview. The Coordinator of Employment verifies that these candidates meet minimum qualifications.

The hiring department schedules the preliminary interviews and submits job-related interview questions to the Employment Office in HR for review and approval prior to the first interview. The hiring supervisor should ensure that the candidates being interviewed are aware of the college's hiring process and must not extend an offer or give the appearance of an offer of employment during the interview process. At the conclusion of each interview, the hiring

supervisor should inform the candidate that the Coordinator of Employment will contact them regarding the status of their candidacy.

The employment process is one of recordkeeping.   The hiring supervisor must keep a record of each step of the process, including dates and results of the interview process (Attachment B). Any questions regarding documentation issues should be discussed with the Coordinator or Manager of Employment.

The Coordinator of Employment interviews the top candidate(s) identified by the hiring supervisor. During this interview, the district's compensation and benefits plans are discussed and the candidate completes authorization for the district to conduct the background check for security sensitive positions. HR completes the security and reference checks and contacts the hiring supervisor when complete.

INTERVIEWS – PART-TIME POSITIONS:
After the supervisor completes interviews for a part-time position and has identified a finalist(s), the hiring supervisor completes the reference check process (Attachment C).   If the part-time position has been evaluated and posted as a security sensitive position, the Coordinator of Employment conducts the criminal background check (Attachment D) and Driver Records (if applicable). The finalist(s) must complete the criminal background form with signature authorization. It is helpful for this to be done at the time of the interview. The candidate must also sign the On-Line Application Signature Page (Attachment E) authorizing CCCCD to secure reference check information.   All documentation must be returned to the Coordinator of Employment to proceed. Approvals of the appropriate Leadership Team member must be secured before a job offer is extended.

OFFER OF EMPLOYMENT – FULL-TIME AND PART-TIME POSITIONS:
A formal offer may be extended by the hiring supervisor or Human Resources upon completion of the references and background checks and upon receipt of appropriate approvals. The hiring supervisor must notify the Coordinator or Manager of Employment of the new employee's start date so that payroll can be processed correctly and so that for new full-time employees, the benefits orientation can be scheduled for their first day of employment. *NOTE: All offers of full-time employment are contingent upon approval by the Board of Trustees.* The hiring department must return all documentation to the Coordinator of Employment, who will then contact all interviewed candidates via e-mail or telephone regarding the conclusion of the process.

IMPORTANT INFORMATION TO SHARE WITH YOUR NEW EMPLOYEE:
New employees (both full-time and part-time) need to be informed at the time of the job offer to bring two forms of identification on their first day of employment in order to complete the federal I-9 form. New part-time employees must complete a part-time hiring packet, which can be printed from the HR Homepage at: http://ftp.ccccd.edu/hr/forms.htm.

Official Transcripts: In addition, for new full-time and part-time employees in positions requiring formal academic preparation, such as a degree or certain course credits, the new employee is responsible for ordering official transcripts and to have them sent directly to the Human Resources Office from the granting institution. *Failure to provide required transcripts within the first 30 days of employment will result in termination of employment.*

3

HIRING PROCESS RESPONSIBILITIES

HUMAN RESOURCES (EMPLOYMENT):
- Post job announcements on college website
- Advertise positions to external sources (newspapers, trade journals, etc)
- Review preliminary candidates' applications for minimum qualifications
- Review and approve all interview questions
- Schedule and interview finalist(s) for full-time positions
- Conduct security checks
- Check references for full-time candidates
- Calculate salaries, complete RFP/payroll documents and secure approvals
- Extend job offers and schedule/conduct orientations for new full-time employees
- Notify candidates of hiring decisions
- Archive closed positions with appropriate documentation
- Submit a monthly Personnel Report for review and consideration by the district's Board of Trustees
- Complete payroll set-ups and transcript verification for part-time faculty

HIRING SUPERVISOR/DEPARTMENT:
- Contact HR to begin advertising process
- Complete Request to Open Position Form (Attachment A)
- Contact HR Compensation to approve/modify job description
- Develop and submit all interview questions to HR Employment Office for approval
- Screen and select candidates for preliminary interviews
- Contact HR Employment Office to close job posting
- Complete Summary of Interview Results Forms (Attachment B)
- Schedule and conduct interviews for part-time positions
- Obtain candidate's signature on Criminal Background Checks form (Attachment D) for part-time positions
- Obtain On-line Application Signature (Attachment E) for part-time positions
- Conduct and document telephone reference checks for part-time positions (Attachment C)
- Submit finalist name(s) to Employment for full- and part-time positions
- Return documentation to the Employment Office

Collin County Community College District
REQUEST TO OPEN POSITION (Attachment A)

Title of Position: _____

Position status: (full, part time) _____

Replacement for: _____

Supervisor: _____

Cost center: _____

Object code: _____

Campus: _____

Room Number: _____

Phone number (10 digit): _____

Soft money : (grant name if soft money) _____

Hours of position: _____

Post position: _____internal only   _____external

Please review the current job description for this position at the HR website at:
http://iws2.ccccd.edu/hr/jobdes.htm.

Contact Compensation (Shirley Kaczka ext 6665 or Nancy Moreno ext 6661) to confirm whether there are changes to the job description that need to be made prior to advertising.

Advertising will not placed until Compensation
has received your confirmation.
Collin County Community College District

Collin County Community College District
SUMMARY OF INTERVIEW RESULTS (Attachment B)

POSITION _____   DEPARTMENT _____

HIRING SUPERVISOR: _____

RECOMMENDED CANDIDATE'S NAME: _____

PLEASE LIST BELOW THE CANDIDATES WHO **WERE** INTERVIEWED BY YOU OR YOUR DEPARTMENT FOR THE POSITION INDICATED.

Name	Date Interviewed	Finalist Y/N	Results
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant rejected because: (Examples of common reasons for non-selection are shown below. Insert appropriate number above).

1. Lacked desired necessary work experience.
2. Lacked desired academic preparation.
3. Lack of supervisory experience (if applicable).
4. Could not meet salary demand (Use only if position is offered).
5. References checks not comparable to selected candidates.
6. Accepted other employment.
7. Qualifications not competitive with selected candidates.
8. Not currently available.
9. Withdrew from consideration.
10. Unable to contact.
11. Applicant did not keep scheduled appointment.
12. Failed to return call/e-mail.

Signature of Hiring Supervisor_____ Date_____

Return this form to Human Resources/Courtyard Center.

Reference and security checks must be completed prior to job offer.

Collin County Community College District
SUMMARY OF APPLICANT NON-SELECTION (Attachment B)

POSITION _____   DEPARTMENT _____

HIRING SUPERVISOR: _____

PLEASE LIST BELOW THE CANDIDATES WHO **WERE NOT** INTERVIEWED BY YOU OR YOUR DEPARTMENT FOR THE POSITION INDICATED.

Name   Results

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Applicant rejected because: (Examples of common reasons for non-selection are shown below. Insert appropriate number above).

1. Lacked desired necessary work experience.
2. Lacked desired academic preparation.
3. Lack of supervisory experience (if applicable).
4. Accepted other employment.
5. Qualifications not competitive with selected candidates.
6. Not currently available.
7. Withdrew from consideration.
8. Unable to contact.
9. Failed to return call/e-mail.

Signature of Hiring Supervisor_____   Date_____

Return this form to Human Resources/Courtyard Center.

Reference and security checks must be completed prior to job offer.

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Collin County Community College District
TELEPHONE REFERENCE CHECK (Attachment D)

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Candidate's Name: _____

CCCCD Position: _____

Organization Contacted: _____

     Supervisor's Name: _____

     Phone Number: _____

My name is _____ and I work in the (department) at Collin County Community College. We are filling a position within our department and (candidate's name) is a finalist for this position. We would like to verify employment information on (candidate's name), who was/is employed by you from (beginning date) _____ until (ending date) _____.

What was/is the nature of his/her jobs? _____

What did you think of his/her work? _____

What are his/her strong points? _____

What are his/her weak points? _____

How did he/she get along with other people? _____

Would you comment on his/her:
- Attendance _____
- Dependability _____
- Ability to take on responsibility _____
- Ability to follow instructions _____
- Degree of supervision needed _____
- Quality of work _____
- Quantity of work _____

Why did he/she leave the position? _____

Do you have any further comments that you would like to make? _____

_____   _____
CCCCD Representative   Date

This form must be returned to Human Resources/CYC prior to a job offer being extended.

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
An Affirmative Action/Equal Opportunity Employer

SECURITY SENSITIVE POSITION (Attachment E)

The position that you are being interviewed for has been identified as a Security Sensitive Position. This means you will have access to one or more of the following: computers, keys, capital equipment, cash, chemicals and/or drugs. If you are the chosen applicant for this position, a criminal background check will be conducted.

Please complete the information below:

_____   _____   _____
    Last Name   **First Name**   **Middle Name**

_____   _____   _____
    Date of Birth   **Sex**   **Race**

_____   _____   _____
    Social Security Number   **Driver's License Number**   **State**

_____
Present Address: number and street   city   state   zip

_____
Other names you have used including maiden name.

I give my permission to Collin County Community College District to conduct a criminal background check.

_____   _____
          Signature   **Date**

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
ON-LINE APPLICATION SIGNATURE PAGE (Attachment F)
(Must be completed and submitted with this packet)

NAME   _____   SS#   _____

TITLE   _____

1. I certify that statements made by me in the on-line application for Collin County Community College District are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me during the application process shall be grounds for refusal to hire or if hired, termination.

2. I hereby authorize Collin County Community College to investigate, through whatever means deemed appropriate by the college, any information included in the application and facts resulting from the investigation unless otherwise noted. CCCCD is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release CCCCD from any liability in connection with the investigation.

3. I hereby authorize each former employer to open my personnel file to a representative of CCCCD.

4. I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.

5. If employed, I agree to abide by the policies, procedures, rules and regulations of CCCCD.

6. Unless otherwise specified in writing, I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between CCCCD and myself for either employment or for the providing of any benefit. I understand that if subsequent to the application, I am employed by CCCCD that both CCCCD and I have read and do understand CCCCD's intent that any employment relationship established between CCCCD and myself will be on an "at-will" basis.

7. I understand that submission of the application does not obligate CCCCD in any way.

_____   _____

SIGNATURE OF APPLICANT   **DATE**