

# Hiring Procedures

1. When a classified or non-classified position becomes vacant other than a student worker or extra help job the director will appoint a screening committee to find a replacement. This committee should include the supervisor for the position, a faculty member selected by the Academic Committee, a clerical employee if it is a clerical position and a minority. In some cases one individual may satisfy two of these positions.

2. The screening committee will develop necessary advertisements such as with the newspaper, ESD and OTC staff bulletin board. All vacancies identified as managerial or professional shall be advertised a minimum of ten working days before being filled. Vacancies in ALL other positions shall be advertised a minimum of five working days before being filled. News releases and advertisements must be approved by the Director. The ad should be similar to the following:

"Business Education Instructor needed beginning 1-1-92. A Master's degree in Business Education with emphasis in computer science is required. Teaching experience is preferred. Mail a cover letter, resume, 3 reference letters, college transcripts, and state application to Business Ed Search Committee, Ouachita Technical College, P.O. Box 816, Malvern, AR 72104. Review of applications will begin on November 15, 1991 and will continue until position is filled. Starting salary depends upon academic qualifications and related work experience. OTC is an affirmative action/ EOE employer.

For more information call 332-3658."

Attached is a sample advertisement to be posted on the staff bulletin board, sent to the ESD office and other sources as may be deemed necessary.

3. The screening committee will review applications to determine:

- a. if applications are complete. Those not complete will not be considered nor interviewed.
- b. if applicants are fully qualified for the position. If teaching experience is required it must be in a directly related field with preference given to post-secondary teaching experience. Secondary teaching experience may considered if

necessary. Teaching and work experience will be reviewed to determine its relevance to the position.

c. which qualified applicants are to be interviewed. Only those selected applicants determined to be the best qualified should be scheduled for an interview.

4. The screening committee will interview selected qualified applicants with approved questionnaire. Interviewers may quote applicant on questionnaire and write professional judgement notes but no questions or comments shall be made in violation to Affirmative Action or Equal Opportunity regulations.
5. The screening committee will complete an Applicant Recommendation form and recommend the 3 most qualified applicants considering academic qualifications, work history, professional judgement for ability to do the job, and affirmative action/EOE requirements.
6. The director will review the applications to determine if a second interview is needed for a selection to be made.
7. The Director will make his recommendation and salary to the Board of Trustees. If the individual is approved by the Board of Trustees a job offer will be made. When the individual is hired these records will become confidential and shall be sealed in an envelope and kept for three years.
8. Modification of these requirements must be approved in advance by the Director.