
TOPIC:	Policy Number
Hiring Personnel - Procedures	C2

Cloud County Community College is an equal opportunity employer and follows the Equal Employment Opportunity Commission guidelines.

The following hiring procedures will be observed to fill all non-faculty, half-time or more positions, with the exception of the President who is hired directly by the Board of Trustees. (Please see the Master Contract for hiring procedures for full-time faculty.)

The supervising Executive Cabinet Member or their designee will review and make necessary modifications to the position’s job description. The position is then forwarded to the Executive Cabinet to review whether to fill the position. The President will make the final decision whether to fill the position.

Recognizing its responsibility as a public employer, the College, will fill most positions using an open application process to enable persons an equal opportunity to apply. Cloud County Community College encourages the promotion of qualified current employees whenever possible and feasible. Based upon the job description, a careful evaluation is made of each applicant’s experience, education, training, and career potential. The chain of command shall be followed in all aspects of the hiring procedure.

If the President approves filling the vacancy, the President will inform the supervising Executive Cabinet Member and/or supervisor and the Director of Human Resources. The Director of Human Resources is responsible for determining the advertising for the position in consultation with the appropriate Executive Cabinet Member. The Director of Human Resources will arrange for the advertisement in the appropriate outside media for all positions. The Cloud County Community College website and the Kansas State Department of Education website are considered as outside media. If a like position has been advertised within the last six (6) months, and an adequate number of candidates have been submitted, or in cases of an emergency, the President may direct the Director of Human Resources not to proceed with any additional advertisement.

The application process may consist of requesting applicants to complete an application form, submit a letter of application, a resume, the names and phone numbers of three - five references, and transcripts. All applications are directed to the Human Resources Office for processing. Resumes received by the Human Resources Office where no vacancies currently exist will be kept on file for a period of one year for faculty and six months for administrators and staff. However, the applicant must express in writing a desire to be considered for future openings.

The supervising Executive Cabinet Member or designee appoints a selection committee. The selection committees will consist of at least three members. The selection committee shall include the immediate supervisor for the position, who will serve as the chair for the selection committee, and at least two members from other College departments. The supervisor may

Adopted:	Reviewed	Revised	Revised/Reviewed	Revised/Reviewed
10/25/11	1/24/18	11/09/21		

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expand the number on the committee if deemed necessary. The Director of Human Resources supplies procedural services as required and apprises the committee of Equal Employment Opportunity laws.

After the application submission deadline or application review process has started, the committee chair will schedule the first committee meeting. The chair will then notify the Director of Human Resources and committee members of the scheduled meeting time and location.

The Director of Human Resource will distribute the application materials to the committee as directed by the committee chair.

The selection committee selects the candidates to be interviewed. The Director of Human Resources schedules interviews.

The interview documents will be retained by the Human Resources Office where they remain on file for an appropriate period. At the conclusion of the interviews, one or two candidates are recommended to the supervising Executive Cabinet Member by the committee. The Director of Human Resources is responsible for contacting unsuccessful candidates.

After the preferred candidate has been selected, the supervising Executive Cabinet Member will review the committee’s choice in consultation with the Director of Human Resources. If they concur with the committee’s candidate and salary recommendation. The supervising Executive Cabinet Members will then recommend to the President the preferred candidate and the starting salary.

With the President’s approval, the Human Resource Office will make a tentative offer, if applicable, of employment pending Board approval.

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