



Procedure for Recruitment and Selection of Lower Columbia College Administrator, Exempt, Classified and Faculty Positions (Full Time)

The goal of the Recruitment and Selection process is to attract and hire the best talent to share in the mission and values of Lower Columbia College.

Selection Process Guidelines

The selection process consists of in-person interviews, background checks, and reference checks. The first interview is conducted by committee. The committee is charged with the professionalism and integrity of the process. The committee will comply with the College's Non-Discrimination & Anti-Harassment Policy and selection guidelines. Human Resources will serve as the advisor regarding equal employment, non-discrimination practices, and best practices in screening and interviewing. The committee's role is to recommend the best candidate to support the success of LCC including the College's students, faculty, and staff.

In conjunction with Human Resources, the President may approve positions for internal recruitment only. Internal recruitment will be authorized when a position is deemed to have a competitive internal applicant pool. Positions open only for internal applicants will follow the same Screening & Selection Process.

In addition, in circumstances when it is deemed appropriate, the President may appoint a candidate (internal or external) to fill Exempt and Administrator positions without recruiting for the position. Appointments will be reviewed by the Executive Leadership Team prior to the final appointment by the President.

Official communications regarding the search and selection process are the responsibility of Human Resources. Responses to media inquiries, press releases, or other external communication will be provided by Human Resources and/or Effectiveness & College Relations. Members of the search committee who receive an inquiry or communication from the media or candidates will refer them to Human Resources.

Members are to refrain from discussion with any applicant or individual regarding any person's candidacy. Committee members who violate the integrity and/or confidentiality of the process may be removed. All communication, deliberations, discussions, and information shared, will remain confidential with regard to applicants, their qualifications, rating, inclusion and exclusion from continued consideration, and other matters related to the process.

Screening & Selection Process

1. Within the Online Hiring Center (OHC), supervisors will create a requisition to request to fill a full-time position. The requisition will go through the appropriate approval levels, which always includes approval by the Executive Leadership Team. Once approved, Human Resources will create the job posting and place applicable job ads.
2. Human Resources and the appropriate Dean and/or Vice President will select an interview committee. A representative from Human Resources is a full participant in the committee process and is responsible for ensuring the selection process is in compliance with these procedures, negotiated agreements and State and Federal regulations as well as providing guidance to Members. All committees will include the position manager and a Human Resources representative as well as members from

each major college division. Every effort will be made to include representation from each major college division; however, exceptions may be made to prevent a significant delay in the process. Screening committees for Faculty positions shall be comprised of at least 50 percent faculty members.

3. Human Resources will screen applicants for minimum qualifications prior to referring the candidates' applications on to the screening committee. Committee members will review applications in the OHC.
4. Human Resources will schedule the initial committee meeting to screen the candidates, discuss the process, and provide guidance (this may be done as a group or individually with each member of the committee). Committee members will immediately report any potential or perceived conflicts of interest to Human Resources.
5. The Human Resources representative will develop interview questions and forward them to committee members for review.
 - a. The interview for faculty candidates may include a classroom presentation. All staff members will be invited to attend the presentation and provide feedback to committee members.
6. Following the initial interview, the President will review the strengths and weaknesses of candidates recommended for a final interview and make selections for final interview.
7. The President and appropriate Vice President conduct the final interviews. The final hiring decision is made by the President. In the event the President and/or Vice President are unavailable and their absence will significantly delay the process, the President may designate another Administrator to conduct final interviews and make the final hiring decision.
8. Human Resources will conduct reference and background checks. The President will be informed of the results of the reference checks and all details of the employment offer will be confirmed prior to any offer being made. This step includes consultation with the Faculty Association for salary placement, if appropriate, and documentation of any special funding information necessary to complete the hiring process. Employment offers shall be made in conformance with negotiated agreements, and state and federal law.
9. Human Resources will track applicant flow data for use by the Affirmative Action Officer following the conclusion of the hiring process.