

LBCC Human Resources

Contracted Position Hiring Procedures

Human Resources partners with you to fill vacant positions with qualified individuals. Please note the following information and necessary steps regarding recruitment and hiring for contracted positions. For questions and assistance, contact the Employment Services Manager, ext. 4431.

Initiating a Recruitment

Recruitment and hiring procedures for a contracted position are initiated when a hiring supervisor or designee creates a Posting within the College's Applicant Tracking System (ATS). Postings are submitted electronically by the hiring supervisor to the next required administrative level for approval. Human Resources (HR) opens the position following administrative review and approval.

Internal Promotions

Following the College's philosophy of supporting the professional growth and development of its staff, internal promotions within a department may occur without the job being posted in accordance with contractual guidelines. For classified positions, the Classified Association must first be notified of the intent to promote rather than open recruitment. Contact the Employment Manager at ext. 4431 to discuss this option for filling a position.

Position Descriptions

To comply with the Americans with Disabilities Act (ADA) and facilitate hiring qualified people with disabilities, position descriptions should indicate the essential functions. The ideal time to ensure the position description is current is prior to recruitment. HR will assist with revising job descriptions.

Current LBCC Employee Applicants

When a position is opened, current LBCC staff interested in being considered must complete and submit an online application. Per the College's negotiated agreement with the Classified Association, contracted classified employees who meet the minimum requirements for contracted classified positions must be offered an interview. Qualified classified applicants will have a status of *Contracted Must Interview* in the ATS.

External Dissemination and Advertising

Advertising sources may include the following

1. Newspapers and journals
 - Mid-Valley Sunday and Lebanon Express newspapers (all positions);
 - Sunday Oregonian and/or Eugene Register Guard (all faculty and exempt positions);
 - Professional online journals such as Chronicle of Higher Education (faculty and exempt positions as requested).
 - Additional newspaper/online advertising may be requested; costs will be incurred by the requesting department.

In addition, HR routinely disseminates notices of positions to the following:

2. LBCC Career Center
3. LBCC employees via e-mail
4. Organizations and agencies targeted for Affirmative Action
5. Other institutions of higher education
6. State of Oregon Employment Division

If you anticipate difficulty with recruitment of the vacant position, please contact the Employment Manager for assistance with planning a recruitment strategy.

Pre-screening Applications

HR will screen application materials for minimum qualifications throughout the open period of the Posting and will complete final screening within three days after the closing date. Applications which meet minimum qualifications will be viewable online by the hiring supervisor, search committee members and administrative support personnel.

Viewing Applications

Applications may be viewed online by logging in to the ATS via a user account. The ATS enables simultaneous viewing by all search committee members (Guest Users), saving the trouble of printing applications. If a choice is made to print applications, remember they are confidential materials and must be stored in a secure location during the selection process and returned to HR at the close of it.

Interviewing

The hiring supervisor should prepare selection criteria, interview questions, and a system for rating the candidates' responses to the interview questions. Search committee members may be asked to provide input to these. HR is available to assist in these processes. Please submit the scheduled interview location, dates and times (with candidates' names) to HR as soon as they are determined. Please allow 30 minutes prior to the first interview for an HR representative to provide an interview committee orientation. Upon request, the HR representative is available to observe the interviews and/or assist with finalist selection.

Interviewing Applicants with Disabilities

Contact HR for assistance with interviewing an applicant with a known disability. HR will assist the search committee with interviewing tips and techniques, and with accommodations.

Testing

Please contact HR if any testing is to be included as part of the selection process. Tests must be standardized.

Checking References

Checking references is an important and necessary part of the selection process. References provide valuable information about a candidate's past work experience and performance, helps with ranking candidates, and assists in making your final decision. After completing all interviews and prior to making a hiring decision and commitment, check the references of the final candidate(s).

Hiring/Notification

When interviews and reference checks have been completed, a finalist has been identified for a position requiring a degree, and before the job offer is made, **contact HR**. HR will verify the candidate's college degree(s) is valid in Oregon.

When HR has been notified by the hiring supervisor of the selected candidate for a faculty or management/exempt position, it will determine the finalist's initial salary based upon information available at that time. All related work experience is taken into account in the calculation of initial salary recommendations. Please allow a minimum of 48 hours for this process. If more information is necessary in order to recommend a salary placement, additional time may be needed. Please note that for classified positions salary placement is not needed since all new hires start at Step 1 of the position salary grade.

Responsibilities of the Hiring Supervisor When Candidate Has Accepted

1. Complete the Hiring Proposal (in the ATS after the Recommend for Hire has been submitted), including the hire date and number of contract days, and return it to HR along with all printed application materials.
2. Notify all interviewed finalists by phone. If you would like assistance in developing appropriate responses prior to contacting the unsuccessful candidates, contact the Employment Manager.
3. Dispense all applicants in the online system by assigning final appropriate statuses.
4. Deliver all selection notes, interview rating forms and notes, and reference information to HR. HR is required to retain such materials for two years.

Responsibilities of HR Following Receipt of the Hiring Proposal

1. Prepare the salary placement.
2. Prepare the Offer Letter and Payroll Authorization, and route to supervisor.
3. Coordinate the orientation process for new employees, including benefits enrollment.

It is important for new contracted employees to attend New Employee Orientation. New hires and their supervisors will receive notification of the date and time (usually between the 14th and 16th of a month). If a scheduling conflict occurs which prevents the new employee from attending, please contact HR as soon as possible.

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