

LBCC Human Resources

Noncontracted Position Hiring Procedures

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

Initiating a Recruitment

Recruitment and hiring procedures for a noncontracted position are initiated when a hiring supervisor or designee creates a Posting within the College's Applicant Tracking System (ATS) and submits it directly to Human Resources (HR). HR will post noncontracted positions on the college's employment website for recruitment purposes. As an option, HR will post a noncontracted position on the internal network only (Quicklink) if the hiring supervisor wishes to hire a specific individual directly rather than recruit.

Position Descriptions

All Postings must be submitted using an approved position description. If you are unsure if a current description exists for the position, contact HR for assistance prior to submitting a Posting. HR will ensure positions are appropriately classified. To comply with the Americans with Disabilities Act (ADA) and facilitate hiring qualified people with disabilities, HR will ensure position descriptions indicate the essential functions.

Current LBCC Employee Applicants

When a position is opened, current LBCC staff interested in being considered must complete an online application.

External Dissemination and Advertising

Advertising sources include the following:

1. Newspapers
 - Mid-Valley Sunday and Lebanon Express newspapers (all positions);
 - Additional newspaper 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 Classified, Faculty, and Management employees via e-mail
4. Organizations and agencies targeted for Affirmative Action
5. Other institutions of higher education

If you anticipate difficulty with recruitment of the vacant position, please contact the Employment Manager to assist with planning the 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

Application materials 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), so it is unnecessary to print applications. If a choice is made to print applications are printed, be sure they are stored in a secure location throughout 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 into these. HR is available to assist in these processes. Although not required for a noncontracted hiring process, the Employment Services Manager is available upon request to provide an interview committee orientation, 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).

Responsibilities of the Hiring Supervisor When Candidate Has Accepted:

1. Login to the ATS and change the selected applicant's status to *Recommend for Hire* and complete the Hiring Proposal. This includes important information needed to set the candidate up in Banner as an employee.
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 Services Manager.
3. Assign final appropriate statuses for remaining applications in the online system. Statuses do not need to be changed on applications in a part-time pool which remain under consideration for future openings.
4. Deliver all application rating notes, interview rating forms and notes, and reference information to HR. HR is required to retain such materials for two years.

Rev 12/5/08
Rev 10/14/13