



Procedure 443-05 Recruiting and Hiring

Sponsor: Human Resources

Purpose

The purpose of this procedure is to establish fair, legal, and effective recruiting and hiring processes.

Definitions

None

Procedure

Benefit Full-time Positions

Recruitment

A Position Requisition must be completed by the supervisor and approved by appropriate levels for all existing and new vacancies prior to advertising the position.

Positions will be assigned a salary range, an advertising plan, minimum qualifications, and posting dates by the Human Resources Department. The posted salary range will be from the minimum of the position's salary range to the midpoint of the position's salary range unless there is a reason to post the full range.

Posting Requirements

Coconino Community College follows the principles of equal employment opportunity. The following posting options are available to supervisors:

1. Open to all applicants: This type of posting is open to all interested applicants. Human Resources will post the vacancy in appropriate publications and websites. Should the supervisor wish to post the vacancy in a specific publication or website other than those recommended by Human Resources, any additional costs associated with the advertisement will be the responsibility of the department. To ensure funding is available or to use salary savings to cover the additional cost, approval by the appropriate Director, Dean, or Vice President, as well as the Executive Vice President, is needed prior to advertising the job.
2. College Employees Only: With recommendation from the supervisor and the concurrence of the Vice President of Human Resources, advertisement of vacancies may be limited to "College employees only" in an effort to increase promotional and career opportunities within the College. Full-time, part-time, and student employees are eligible to apply for these internal vacancies. Part-time or student employees must be active in the College payroll system and must have performed work for the college within the past three months.
3. Vacancies will be posted for a minimum of fourteen calendar days externally and a minimum of three calendar days internally.

Trainee Assignment

A supervisor may request that a vacant position be filled with a trainee. Trainee status allows the supervisor to consider hiring an applicant who does not meet the minimum qualifications for the position but will be able to attain the qualifications in one year or less. Trainee positions will not exceed one year.

Screening Process

The screening committee will typically be composed of the appropriate supervisor, who serves as the chair of the selection committee, at least two other individuals with the necessary technical knowledge to evaluate applicants, and a representative from Human Resources, when possible. For Director (Grade 10) or higher level, at least one committee member may be an external individual from the community.

The selection committee chair will, in conjunction with the Human Resources Department, determine an appropriate screening process to follow to move from a pool of qualified applicants to one finalist. The Human Resources Department must approve all screening tools developed by the committee.

Confidentiality

The screening committee and the Department of Human Resources will maintain strict confidentiality regarding applicant candidacy throughout and after the employment selection process, to the extent permitted by law. The names of finalists for any position may be subject to release under Arizona's Public Records Law. Members of the interview committee will return all paperwork associated with the hire to Human Resources one week following the selection of a candidate.

Reference Checks

Professional reference checks must be conducted on the finalist who is recommended by the hiring committee. For external candidates, employment verification must be conducted with the last three employers or the last ten years of employment. One of the reference checks should be the employee's last immediate supervisor.

For internal candidates, a reference check with the current supervisor is advised, as well as a review of the employee's performance evaluations.

Background Investigations

Background investigations will be conducted for all employees by an outside agency, which may include credit history checks, education background checks, criminal court checks, and other inquiries regarding the finalist's suitability for employment.

Job Offer

No job offer or commitment can be extended to a candidate until all documentation supporting the hiring decision has been submitted to the Human Resources Department for review, ensuring that applicable procedures are followed. Once the Vice President of Human Resources reviews all the documentation and the Executive Vice President/CFO ensures that funding is available to support the hire, a job offer can be made. A list of new hires for professional, administrative, and full-time faculty positions will be presented to the District Governing Board for their information. All new hires will begin their employment at the start of a pay period.

Temporary, Benefits Eligible Positions

If a benefit-eligible position becomes vacant, or if efforts to recruit for the position are unsuccessful, the President or Vice President of the area may authorize an interim appointment on a temporary basis. After a failed search and with the President's approval, the appropriate Vice President or President may either appoint the interim individual to the regular position after six months of proven excellent performance or initiate a new recruitment process for a competitive search. Grant-funded positions must adhere to the stipulations outlined in the grant.

Part-time Positions

The hiring of part-time employees who are not benefit-eligible or who will be covered by a retirement program does not require adherence to the recruitment and hiring guidelines described above. However, compliance with the classification and compensation plan, EEO, and other fair hiring practices must be followed. An employee may not start work until the Assistant Director of Budget and Grants ensures there is funding to fill the position.

Part-time Faculty

Part-time Faculty positions are non-continuing in nature and are filled on a semester by semester basis. Employment is dependent on sufficient enrollment, which is not verified until registration is completed. Classes may be canceled at any time due to low enrollment or if the class is assigned to a full-time faculty member who needs to meet their load requirements. This will occur prior to the third class meeting and may also be done at the discretion of the Provost or their designee.

Applications for part-time faculty will be accepted on a continuous basis and will be kept on file for one year from the date of receipt. For candidates to be considered, an employment application must be on file. Candidates must also be able to meet all College and State of Arizona teaching requirements prior to the first day of class.

Selected qualified applicants will be interviewed by the Dean, designee, or appropriate administrator by phone or in person.

Before a job offer is extended, a minimum of three reference checks will be conducted. If reference checks are satisfactory, then a job offer may be made.

Approval through the Dean or designee is required for part-time faculty positions.

References

None

Procedure History

04/2000	New
04/02/2002	Revised
03/24/2010	Revised and Adopted by College Council
04/09/2025	Revised by HR
06/02/2025	Approved by President's Cabinet

Legal Review

None