



Hiring Policies and Procedures
General Policy and Authorization Procedure
 Effective Date: July 1, 2009
 Board Approval: June 9, 2009

1. Purpose

To establish policy and responsibility for hiring employees.

2. Policy

The Tooele Applied Technology College (TATC) is an equal opportunity employer. Employment decisions shall be based upon qualifications, competence, and ability to perform essential job functions. The TATC shall not discriminate against any employee or against any applicant for employment because of race, color, religion, sex, national origin, veteran status, age, disability or any other classification protected by law.

3. Definition

3.1. Hiring Authority: Authorized person having budget authority to recommend and request the hiring of a new employee and with the responsibility to follow through on requirements in the hiring process.

4. Forms and Procedures

4.1. Request to Hire. A Request to Hire form needs to be completed by the hiring authority and signed by the Campus President or designee prior to opening the position and prior to hiring or seeking applicants.

4.2. Advertising. An advertisement will be posted in locations such as in the faculty/staff room and on the job placement board. Other advertising will be used as deemed appropriate by those involved in the hiring process. Advertising may be limited to internal postings if the intent is to advertise the position first to those individuals internal to the institution. The following table is to be used as a guideline when posting advertisements for available positions:

Position	Minimum Number of Posting Days	Minimum Advertising Types	Minimum Approving Authority
Limited Service Positions: Part-time, temporary, interim, seasonal or adjunct faculty and staff positions	Not Required	Not Required	Director or Above
Limited Service Positions: Open Request to Hire: Hiring Pools, Substitutes	Not Required	Not Required	Director or Above
Career Service Positions: Faculty, Classified and Professional Staff	10 Working Days	Internal: College Web Site External: Local Newspaper	Director or Above
Career Service Positions: Executive	10 Working Days	Internal: College Web Site External: Local Newspaper	Campus President

4.3. Applications and Resumes. Applications for all positions will be collected in the Personnel Office and date stamped when received. Resumes may be attached to the applications. Only TATC employment applications will be accepted. No applications for a position will be accepted after the closing date and time for any given position. All applications and resumes will be kept on file in the Personnel Office for a period of one year.

- 4.4. Screening Process.** Application/resume screening will be conducted by the Screening Committee named on the Request to Hire form. When selecting individuals for Screening Committee membership, consideration should be given to ensuring representation from appropriate employee groups. Applications and resumes will be forwarded to the Screening Committee by the Personnel Office. Each member of the Committee will review and rate applications using a Qualification Rating Sheet developed by the Screening Committee for each position. The Personnel Office should be consulted in the development of the Qualification Rating Sheet.
- 4.5. Interview Process.** Interviewing will be conducted by the Interview Committee named on the Request to Hire form. When selecting individuals for Interview Committee membership, consideration should be given to ensuring representation from appropriate employee groups. The Interview Committee may be comprised of individuals who also served on the Screening Committee. The Interview Committee shall determine the number of applicants to be interviewed after reviewing the ratings by the Screening Committee. Interviews shall be conducted by asking a series of standard questions to each applicant interviewed. The series of standard questions will be developed by the Interview Committee. Questions will not be asked which will discriminate or lead to unlawful bias. The Personnel Office should be consulted in the development of the standard interview questions.
- 4.6. Reference Checks.** References must be checked prior extending an offer of employment to any individual.
- 4.7. Selection.** A selection will be made by the hiring authority following the interview process. All positions must be approved by the Campus President or designee.
- 4.8. Personnel Action Notice.** A Personnel Action Notice form must be completed by the hiring authority and signed by the Campus President or designee prior to extending an offer for employment to any applicant. Starting salary/wage for new employees should be set based on applicable wage determination procedures for the appropriate employee classification.
- 4.9. Hiring Documentation Memo.** A hiring documentation memo reflecting the history of the hiring process must be attached to the Personnel Action Notice form for the final selection. This hiring documentation memo should include applicable information such as:

 - 4.9.1.** Job opening and closing dates
 - 4.9.2.** Form of advertising used
 - 4.9.3.** How many applications were received
 - 4.9.4.** The screening process used
 - 4.9.5.** Verification that a standard rating system and standard questions were used
 - 4.9.6.** Number of applicants interviewed
 - 4.9.7.** Why the final applicant was selected
 - 4.9.8.** Why other applicants were not selected
 - 4.9.9.** The recommended salary or wage and the account to be paid from
 - 4.9.10.** The recommended start date for the new employee
- 4.10. Retention of Documents**

 - 4.10.1.** All paperwork related to a job search, including application materials, application screening and rating sheets, interview rating sheets, reference check documents and a

copy of the hiring documentation memo will be retained, together, in the Personnel Office, for a period of one year from the date of hire.

- 4.11. New Employee Packet and Checklist.** All forms in the new employee packet must be completed by the employee and returned to the Personnel Office. This includes forms such as the W-4 form and the I-9 form.
- 4.12. Complete Paperwork Prior to Receiving Pay Check.** Payroll checks will not be issued to new employees until the hiring authority ensures that all mandatory hiring forms have been completed and returned to the Personnel Office with the appropriate signatures.
- 4.13. Probationary Period.** New employment at the TATC is subject to a six-month probationary period for all Career Service positions.