

1. Purpose

To establish procedures and responsibility for hiring employees for career service positions. Employees in career service positions are expected to be long term employees and who might reasonably be expected to remain with the TATC until retirement.

2. Procedures

- 2.1. The Hiring Authority identifies the need to hire and justifies a need for a position, demonstrates fund availability, and demonstrates to the Campus President that the position meets Board authorization requirements.
- 2.2. A Request to Hire form is completed by the Hiring Authority and approved by the Campus President. The Hiring Authority should coordinate with the Personnel Office when completing the Request to Hire form and attachments. The Controller or designee is responsible for budget approval of the form. This approval should consider available FTE's (full time equivalents) as well as budgeted funds availability.
- 2.3. The form must include the following attachments:
 - 2.3.1. Job Description
 - 2.3.2. Job Advertisements
- 2.4. An advertisement will be posted for at least ten working days in such locations as the faculty/staff room and on the job placement board. Formal external advertising will also be used.
- 2.5. Applications with appropriate instructions are given by the Personnel Office to those who request them.
- 2.6. All applicants must send or deliver applications to the TATC Personnel Office by the end of the position closing date. Applications will be screened for minimum qualifications by the Screening Committee or a subgroup of the Screening Committee. Those applications meeting minimum qualifications will be forwarded to the full Screening Committee.
- 2.7. The Screening Committee members will review and rate applications using the Qualification Rating Sheet and develop a prioritized list of applicants.
- 2.8. The Interview Committee will determine the most qualified applicants as prioritized by the Screening Committee and conduct interviews of those applicants.
- 2.9. The Interview Committee will recommend to the hiring authority the top three applicants based on the results of the interviews and the resumes and applications.
- 2.10. Reference checks will be conducted by the hiring authority.
- 2.11. Final selection (not notification) is made by the hiring authority.
- 2.12. Job offers are made by the Personnel Office after completion and approval of the Personnel Action Notice and the Hiring Documentation Memo. The job offer may be extended by the hiring authority if this is coordinated with the Personnel Office.
- 2.13. Non-selection notices are sent by the Personnel Office within one week or as soon as practicable.
- 2.14. A New Employee Packet and Checklist will be provided by the Personnel Office. All forms must be completed by the new employee and returned to the Personnel Office.