

**1. Purpose**

To establish procedures and responsibility for hiring employees for limited service positions. Employees in limited service positions include both faculty and staff hired for interim, part-time, temporary, seasonal or adjunct employment. Employees in limited service positions are not expected to remain at the TATC for a long term career. Judgment should be exercised on a case by case basis to determine if a position best fits the career service employee category or the limited service employee category.

**2. Procedures**

**2.1.** The hiring authority identifies the need to hire and justifies the 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 Director of Finance and Operations 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.

**2.2.1.** The form must include the following attachments:

- (A) Job description
- (B) Job advertisements as appropriate

**2.3.** Limited Service positions may be advertised on an as-needed basis.

**2.4.** Applications with appropriate instructions are given by the Personnel Office to those who request them.

**2.5.** 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 Personnel Office and forwarded to the hiring authority.

**2.6.** The hiring authority (with the assistance of a Screening Committee if required on the signed Request to Hire form) will review and rate applications.

**2.7.** Interviews, as deemed necessary, will be conducted by the hiring authority (with the assistance of an Interview Committee if required on the signed Request to Hire form).

**2.8.** Reference checks will be conducted by the hiring authority or designee.

**2.9.** Final selection (not notification) is made by the hiring authority in conjunction with the Personnel Office.

**2.10.** 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.

**2.11.** Non-selection notices are sent by the Personnel Office within one week or as soon as practicable.

**2.12.** 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.