

Section: EMPLOYMENT
Subject: Hiring Process for Regular Employees
Number: HR 3130

I. Institutional Regulations

- A. The hiring process may not begin until the supervisor has submitted a Position Action Request and received approval to hire from the appropriate authorities.
- B. The supervisor shall follow the College hiring procedures as defined in the Hiring Process Handbook, as shall the screening committee.
- C. Supervisors and screening committees may not discriminate in the hiring process. Employment decisions will be made without regard to applicant race, color, national origin, creed, religion, sex (including pregnancy), sexual orientation, gender identity, age, disability, genetic information, actual or potential, family or marital status of a person and, to the extent covered by law, veteran status. The supervisor and the screening committee shall be accountable for providing affirmative action in accordance with the College Affirmative Action Plan and applicable law.
- D. The steps in the hiring process must be properly completed and documented before the supervisor may process a hiring recommendation.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: November 1, 2010

November 1, 2011

November 1, 2012

October 1, 2014

March 24, 2016

February 21, 2017