

NORTHWEST VISTA COLLEGE PROCEDURE

Procedure Number: PHR 001
Procedure Title: Staff Hiring Procedure

1. Purpose

This procedure defines the process followed at NVC for hiring new full time staff. A search committee will give thoughtful consideration to the needs of the students, the department, and the college as they review applications, interview candidates, and make recommendation for hire.

2. Selection of Search Team

1. Selected by the hiring manager and approved by appropriate Vice President
2. Made up of
 - a. A non-voting team chair
 - b. Individuals that have an strong understanding of the position being filled
 - c. When possible, include an employee from another area of the college
3. Makes candidate recommendation to appropriate Vice President and College President
4. Adheres to guidelines
 - a. Attend Human Resources training on policies
 - b. Refrain from writing letters of recommendation for candidates
 - c. Abide by all Alamo Colleges policies, including Nepotism
 - d. Maintain confidentiality

3. Search Team Chair Responsibilities

5. Excluded from voting and making recommendation decisions however; may review candidate applications, recommend interview questions.
6. Schedules team meetings and location
7. Schedules interviews with team and Vice President/President or designee
8. Point of contact for candidates
9. Checks references and ensures appropriate documentation is collected.
10. Collaborates with the Administrative Services Specialist to submit hiring packet to Vice President or designee's office and ensures any other administrative needs are completed.

4. Selection of Staff Candidates

1. Team reviews criteria for selecting candidates to be interviewed and adds any criteria specific to the position.
2. Team eliminates unqualified applicants using minimum requirements.
3. Each team member reviews application packets, rates candidates on established criteria, and identifies top candidates.
4. Team members meet to compare individual top selections and to decide as a group on which candidates to recommend for interview.
5. The team develops a list of interview questions and any additional requirements, such as a presentation or demonstration.

6. (Optional) If the pool is large and /or many of the candidates are not local, the first round of interviews may be by telephone or Skype; if distance interviews are conducted, to ensure consistency:
 - a. Ask all questions of each candidate,
 - b. Interview all candidates, including local candidates
 - c. Allot the same amount of time to each interview,
 - d. Narrow the candidate pool to the number to be interviewed in person.
7. Contact each candidate to be interviewed and provide him/her with the following information (follow up with e-mail or letter to verify)
 - a. The date, time, and place of interviews with the team and with the President/VP, as needed. If the candidate is from outside of San Antonio all interviews will take place on the same day.
 - b. An explanation of any additional requirements set by the team.
8. Interview the candidates
9. The team will select final candidates to recommend.
10. The Vice President and President, as needed, will interview the finalist(s) and make a recommendation to hire to Human Resources
 - a. For out of town candidates, travel will be out of pocket.
11. Team chair contacts finalists not selected.
12. Team chair completes Alamo Talent requirements and submits all required paperwork to the Vice President or designee.
13. Vice President's office forwards completed paperwork to Human Resources.

Contact for Interpretation:

Vice President for College Services

Relevant Board Policy:

D.2.2.1

Relevant SACSCOC Principle:



Last Updated: September 6, 2016

Approved: _____
Vice President for College Services