

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

Background The purpose of this policy is to describe LCSC's hiring policy

Point of Contact: HRS

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:

President's Office, Academic Affairs, Administrative Services, Student Affairs

Date of approval by LCSC authority: November 10, 2015

Date of State Board Approval: N/A

Date of Most Recent Review: June 2016

Summary of Major Changes incorporated in this revision to the policy: Hyperlinks updated/added. Minor grammatical changes made throughout policy.

SUBJECT: RECRUITING/HIRING

Policy Statement: Recruiting and hiring for any position at Lewis-Clark State College shall be completed without regard to race, color, religion, marital status, national origin, sex, age (40 or older), disability, sexual orientation, genetic information, gender identity, or any other status as protected by state, federal or local law. Veterans will be given preference in accordance with applicable state and federal laws and regulations.

Note: All vacant positions must be reviewed by President's Cabinet before the search process may begin.

CAUTION: Prior to making an offer to a potential employee, 1) consult with HRS and 2) obtain approval through the supervisory chain up to the applicable VP and/or President for Direct Reporting Units (DRUs)

1. Classified Positions (for Exempt positions, see 3.A.)

- A. All classified staff shall be hired in accordance with guidelines set forth in the [Consolidated Statutes of the Idaho State Personnel Commission](#)
- B. If this is a new position, complete a [New Position Approval Form](#) and a [Position Description Questionnaire](#) (PDQ) and submit up the supervisory chain to the applicable Vice President (or President for DRUs). After approval by the Vice President and/or President, the PDQ will be submitted to the Idaho Division of

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

Human Resources (DHR) and must be approved by DHR before a search can take place. HRS will notify the supervisor when the PDQ is approved by DHR.

C. Hiring Process (Classified Staff)

LCSC encourages professional development of its employees, facilitating internal hires when practical.

- (1) Internal Hire: In most instances, an internal job advertisement will be posted on the HRS' [Internal Employment Opportunities](#) web page and the Intranet for at least one week. HRS will send a campus email to all LCSC classified staff members to notify them of the open position. This provides an opportunity for internal candidates who wish to move to another job with the same position classification to apply (e.g., Administrative Assistant 1 to another Administrative Assistant 1). If an existing LCSC classified staff member wants to transfer to another position classification (i.e., promotion with different pay grade), OR change to another position classification (i.e., lateral move with same pay grade), that classified staff member is required to apply for placement on the state register for that particular position classification (see (2) below).
 - a) **Lateral Transfer:** When an employee applies and is selected to another position in the same pay grade, a salary increase of not more than 10% can be approved by the responsible authority. Classified employees must retain their current salary if they are not given an increase. Any deviation from this policy must include exceptional circumstances and be approved by the appropriate Vice President (or President for DRUs).
 - b) **Promotion:** To take into account experience, compression and market factors, when a classified employee applies and is selected to a position in a higher pay grade, LCSC's goal is for the employee to be hired at 85% of the median of the new pay grade or 10% above their current hourly rate, whichever is greater. However, supervisors must consider and compare the hourly rates of other employees in the same pay grade. Contact Human Resource Services for the current average of hourly wages for that specific pay grade before making recommendations on new hourly pay rates.
- (2) External Hire: Once a classified position is posted on the DHR web site, all individuals interested in the position must qualify for the position. All candidates must apply through the DHR system as well as on HRS's [Employment Opportunities](#) webpage. Directions for the application process can be found on [DHR's webpage](#). Once the exam process is complete and scored, the individual will be placed on the state register. Applicants are placed on the Hiring List in score order. HRS will request a Hiring List and

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

forward it electronically to the appropriate supervisor. Idaho law requires agencies to make a hire from the top 25 scores on the hiring list.

- (3) The candidate must sign the [Disclosure and Authorization Form](#) and a criminal background check **must** be completed on the successful classified staff candidate before a job offer is made.

2. Temporary / Irregular Help (IH) Positions

- A. Advertising and formal searches are not necessary for temporary appointments.
- B. Irregular Help may be hired at the department's discretion. Per state policy, an irregular help employee may not work more than 1,385 hours in any 12-month period (this equates to 8 months at 40 hours per week). Department heads who wish to employ an irregular help employee more than 19 hours per week for 5 months or more must create a new position and hire accordingly.
- C. Temporary appointments for faculty may be made for no more than one academic year.

3. Faculty, Exempt / Professional Staff Positions

- A. Recruitment and hiring for regular appointments must be done in accordance with LCSC Affirmative Action guidelines below.

4. Affirmative Action Hiring Guidelines

- A. If this is a new position, the [New Position Approval Form](#) must be completed and all signatures obtained before a search begins.
- B. The hiring department, in conjunction with the appropriate Vice President or President (for DRUs), must complete the [Request to Hire form](#) to initiate a search. The Request to Hire form must be completed and signed by the appropriate Dean, VP and/or President and the Affirmative Action Officer before a search begins.
- C. In certain instances the search process may be waived. If you wish to waive the process, please submit your justification along with the [Recruitment Waiver Request](#). This step is required and must be approved by the Dean, Vice President and/or President for DRUs.
- D. Search Procedures: The hiring department will obtain directions from HRS and the applicable Vice President (or President for DRUs) to establish a plan for the search process.

The search chair or designee shall appoint a search committee (with the help of the appropriate Vice President and/or President) and submit member names, job

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

description, and proposed advertisements, that are found in the [Advertisement Packet](#), to the appropriate Dean and Vice President as well as the Affirmative Action Officer.

- (1) Proposed advertisements must be approved by the appropriate Dean, Vice President (or President for DRUs) and the Affirmative Action Officer PRIOR to placing the advertisement.
 - (2) All advertisements must contain the clause “AA/EOE/VETS”.
 - (3) Typically, advertisements run at least two consecutive Sundays in the local newspaper. Trade, regional and national publications should be used. The closing date for applications may not be earlier than two weeks after the position is first advertised, unless preapproved by the VP or President.
 - (4) The search strategy should include substantial efforts to actively seek applicants from groups underrepresented in the unit workforce.
 - (5) In a continual effort to increase diversity on campus, Human Resource Services will identify and post job announcements with specific organizations and/or publications targeting groups currently scarce or absent in LCSC’s workforce.
 - (6) All applications shall be reviewed by the Affirmative Action Officer to ensure minimum qualifications, as stated in the recruiting materials, have been met. A notation will be made on the Applicant Tracking System (ATS) that the application has been “Reviewed by HR”. Once the search chair sets up interviews, he or she must make this notation on the ATS. Collection of affirmative action data during the search process is used to monitor the Affirmative Action program. This information may not be used in any decision relating to the hiring of a candidate.
- E. Searches (Internal or External) will be carried out in accordance with the Affirmative Action paperwork approved by the appropriate Vice President / President (for DRUs). The following describes a typical sequence of events:
- (1) The search committee shall review and rate the applications based on objective, job related criteria. They may choose to conduct phone-screening interviews at this time.
 - (2) The search committee shall recommend a final applicant pool. The appropriate Dean, Vice President (or President for DRUs) must approve this pool before candidates may be invited to interview.

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

- (3) Reference checks should be made on all final candidates. Questions not permissible under Affirmative Action guidelines shall be excluded. The Affirmative Action Officer shall provide [information](#) to the search chair and/or search committee on legal and illegal interview questions, reference checking and general information to ensure all searches are in compliance with the guidelines.
- (4) Final candidates shall be invited for personal interviews. In some situations, interviews may be conducted by other means, such as telephone interviews, video conferencing, etc. The search committee may have input into the selection, however, the final hiring decision is that of the applicable Vice President, President or their designees.
- (5) A criminal background check **must** be completed on the successful candidate before a job offer can be finalized. The candidate must sign the [Disclosure and Authorization Form](#) found on the HRS web site.
- (6) The search chair shall submit the [Report of Hire form](#) to the Affirmative Action Officer, and must notify all candidates of the search outcome.
- (7) All applications shall be retained by Human Resource Services for one year after the search has been completed.

5. Internal Search/Promotion

- A. Position searches may be conducted internally. Only current LCSC employees are eligible to apply for these positions.
- B. With the exception of advertising, the hiring process is the same as that for an external search. Advertising for an internal search should consist of posting on HRS' [Internal Employment Opportunities](#) webpage, Intranet and on the Open Positions flyer outside the HRS Office for a minimum of one week.
- C. Internal searches for classified positions shall be emailed to each Classified Staff member and posted on the Intranet as well as the HRS' [Internal Employment Opportunities](#) webpage (see section 1.C.(1)).

6. Compensation

- A. LCSC takes into account employee experience and market forces in determining the appropriate salary range for a position. Before making an employment offer, HRS must be consulted as well as the appropriate supervisory chain up through the appropriate Vice President and/or President (for DRUs) to determine the appropriate salary for the position.

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

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Click [here](#) to view the statewide compensation policy.

7. **Recruitment Expenses**

A. The recruitment cost center can be used for some expenses incurred in the recruitment of faculty and professional staff. It is not to be used for grant funded positions or classified staff. Authorization for the use of recruitment expenses are to be approved as follows:

- (1) Academic Affairs recruitment expenses must be approved by the Provost/Vice President for Academic Affairs,
- (2) Student Affairs recruitment expenses must be approved by the Vice President for Student Affairs,
- (3) Administrative Services and Direct Reporting Unit recruitment expenses must be approved by the Vice President for Finance and Administration.

Refer to the [Recruitment Expenses Memo](#) or contact the appropriate Vice President for additional information.

8. **Moving Expenses**

A. Per Policy 4.110, a new employee may be eligible for moving expenses.