

## 4.1.1p.1 OFTC New Hire Procedure

### Procedure

The Director of HR will coordinate all hiring for the College.

A Request to Recruit/Recommendation to Hire form must be completed and approved for all hiring, both full-time positions and part-time positions.

The Hiring Manager will complete the POSITION INFORMATION box at the top of the form. The form must have a draft position announcement and a current job description attached for all positions that are to be recruited OR an application, a completed Background Check Release form, and if required, a resume and an unofficial copy of transcripts for positions that are being recommended for hiring.

HR will review the initial request and forward to Accounting for position budget information and Vice President of Administration approval. The VPA will forward all full-time request to the President for final approval. All part-time request will be returned to HR for immediate processing.

Once all approvals have been obtained, HR will begin the recruitment or hiring process.

### Request to Recruit for a Full-time Position

Once the *Request to Recruit/Recommendation to Employ* form has been approved by the President, the following will occur:

1. HR will submit the position announcement internally to all faculty and staff and externally thru the online Job Center. In addition HR will submit to TCSG for posting when applicable. Positions specifically designated to be advertised internally will be advertised only within Oconee Fall Line Technical College faculty and staff. HR will ensure announcements are published in newspapers and professional journals accordingly. Announcements will remain open a minimum of 5 business days from the date they are first advertised and will close when a candidate has officially accepted the position.
2. HR will centrally collect all applicants' material. Individuals applying for a position should do so thru the online Job Center and not send their applications thru other faculty or staff. Any applicants having trouble with the online application process should be directed to the HR office.
3. The HR Director will serve as the Coordinator for the interview process. HR will form the interview committee, assist in the initial screening and will be responsible for submitting materials to the interview committee. The interview committee will make a recommendation of the top 2 or 3 candidates for the position. The President will interview the top candidates recommended by the interview committee. During the

process correspondence will be extended to the supervising Vice President to keep them informed.

4. The President formally notifies the Vice President of Administration of his/her final decision for the position and the VPA extends the offer of employment. If verbally accepted the VPA will notify the Director of HR of the candidate selected for employment. If the offer is rejected, an appropriate counter offer can be made, or the next qualified candidate can be presented an offer.
5. The HR Director will extend a contingent offer letter of employment to the candidate and begin the candidate's pre-employment screening.
6. Once the required pre-employment screenings have cleared and the candidate is eligible for employment, HR will coordinate start date with the hiring manager, issue a formal written offer letter of employment to the candidate. and complete all new hire paperwork and processes with the candidate on or prior to the first day of employment with the College.
7. Notification of new employment for IT, Security and Banner purposes will be sent to the appropriate staff at this time. As well as, management new hire documentation will be sent to the immediate supervisor.
8. Once a candidate has officially accepted the job offer in writing, all remaining applicants neither granted an interview nor given consideration for an interview, will be mailed a letter from the HR Department stating the position has been filled.

## Request to Recruit for a Part-time Position

Once the *Request to Recruit/Recommendation to Employ* form has been approved by the VPA, the following will occur:

1. HR will submit the position announcement internally to all faculty and staff and externally thru the online Job Center. In addition, HR will submit to TCSG for posting when applicable. HR will ensure announcements are published in newspapers and professional journals accordingly. Announcements will remain open for recruitment until the Hiring Manager recommends recruitment is no longer needed for the position.
2. HR will centrally collect all applicants' material. Individuals applying for a position should do so thru the online Job Center and not send their applications thru other faculty or staff. Any applicants have trouble with the online application process should be directed to the HR office.
3. HR will be responsible for submitting all applications received thru the online Job Center, as well as those received in the office, to the Hiring Manager. The Hiring Manager will conduct the interviews for part-time positions and make a recommendation to the Director of Human Resources for the candidate they select for the position. All applicant and interview material for the position will be returned to the HR office for retention.

4. The Director of Human Resources will extend a contingent offer letter of employment to the candidate and begin the candidate's pre-employment screening.
5. Once the required pre-employment screenings have cleared and the candidate is eligible for employment, HR will coordinate start date with the hiring manager, issue a formal written offer letter of employment to the candidate and complete all new hire paperwork and employment processing with the candidate prior to or on the first day of employment with the College.
6. Notification of new employment for IT, Security and Banner purposes will be sent to the appropriate staff at this time. As well as, management new hire documentation will be sent to the immediate supervisor.

## Recommendation to Hire for a Part-time Candidate

Once the *Request to Recruit/Recommendation to Employ* form has been approved by the VPA, the following will occur:

1. The Director of Human Resources will extend a contingent offer letter of employment to the candidate and coordinate the candidate's pre-employment screening.
2. Once the required pre-employment screenings have cleared and the candidate is eligible for employment, HR will coordinate the start date with the hiring manager, issue a formal written offer letter of employment to the candidate and complete all new hire paperwork and employment processing with the candidate on or prior to the first day of employment with the College.
3. Notification of new employment for IT, Security and Banner purposes will be sent to the appropriate staff at this time. As well as, management new hire documentation will be sent to the immediate supervisor.

## ADDITIONAL

ALL REQUIRED FORMS MUST BE SUBMITTED TO HUMAN RESOURCE OFFICE ALONG WITH THE *REQUEST RECRUIT/RECOMMENDATION TO EMPLOY* FORM IN ORDER FOR HR TO CONTINUE PROCESSING.

NEW HIRES WILL NOT BE PLACED IN THE PAYROLL SYSTEM UNTIL A COMPLETED NEW HIRE APPLICANT PACKET AND ALL DOCUMENTS QUALIFYING THEM TO TEACH AND/OR PERFORM THEIR JOB HAVE BEEN RECEIVED BY THE OFFICE OF HUMAN RESOURCES.

## Attachment

Request to Recruit/Recommendation to Hire form (revised 05/2018)

Adopted: May 28, 2015

Reviewed: March 17, 2016; March 23, 2017, March 21, 2018, February 25, 2019

Revised: May 24, 2018