

**WYTHEVILLE COMMUNITY COLLEGE  
RECRUITMENT AND HIRING PROCEDURES**



# **WYTHEVILLE**

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# **COMMUNITY COLLEGE**

**WYTHEVILLE COMMUNITY COLLEGE  
Wytheville, VA**

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**Recruitment and Hiring Guide**  
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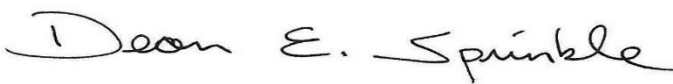
## **I. INTRODUCTION AND COMMITMENT**

Wytheville Community College (WCC) is a two-year institution of higher education under the state-wide system of community colleges in the Commonwealth of Virginia, Virginia Community College System (VCCS). WCC serves the counties of Bland, Carroll, Grayson, Smyth (partially) and Wythe, as well as the City of Galax.

The College is devoted to serving the educational needs of the community and the needs of workers in its region through a cooperative effort with local industry, business, professions, and government.

## **II. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT FOR WYTHEVILLE COMMUNITY COLLEGE**

Wytheville Community College (WCC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors.



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Dean Sprinkle, President

The following person has been designated to handle inquiries regarding the non-discrimination policies: Malinda Eversole, Director of Human Resources and Payroll Services, Carroll Hall, 1000 East Main Street, Wytheville, VA 24382, 276-223-4869. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area or call 1-800-421-3481.

## **III. RESPONSIBILITY FOR IMPLEMENTATION**

The President of the College has overall responsibility for the College's Equal Employment Opportunity Policy. The President has delegated the authority for the administration of the EEO Policy to the Director of Human Resources and Payroll Services. The Director will assist College personnel in the interpretation and administration of the College's plan. The Human Resources Director is responsible for preparation and submission of pertinent EEO reports.

The Director is also responsible for monitoring employment procedures and practices to ensure the effective use of human resources in compliance with Federal regulations and State equal employment practices to include Title IX and Section 504 (ADA).

Each administrative staff person is responsible for ensuring that the EEO plan is carried out within the respective area.

#### IV. CONFLICT OF INTEREST

##### Conflict of Interest

Conflict of interest refers to any situation in which a public employee places their own private interests or gains above the duties and obligations of the employee's job. As a State employee, you must avoid any public or private activity which might be regarded as being in conflict with the proper and expeditious conduct of your job with the College.

Also, in compliance with the limits set forth in the Virginia Conflict of Interests Act, some full-time positions at the college have been identified to require holders of the positions to file annual Statements of Economic Interests. Local College Board members are required to annually file a Financial Disclosure Statement.

##### Employment of Relatives

All personnel actions must be within the limits of the Virginia Conflict of Interests Act, as both shall be in effect from time to time.

An employee of the College shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities. (For purposes of this section, immediate family shall be defined as any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Included in the definition are all dependents residing in the employee's or board members household and anyone for whom the employee or board member is a dependent). For example: a spouse of the president, or a member of the president's immediate family, may not be employed by the college. The spouse of a dean or a member of the dean's immediate family may not be employed in the area of responsibility of a dean.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either full-time or part-time, a member of the College's Board including his/her spouse or a member of his/her family.

#### V. TYPES OF EMPLOYMENT

All employees in the VCCS are State employees. Personnel are further categorized as follows:

##### *12 Month Administrative Faculty*

Administrative faculty perform work related to the management of the educational and general activities of the college, department, or division. All administrative faculty are normally employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty personnel are assigned a faculty rank for which they qualify.

##### *12 Month Professional Faculty*

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis beginning July 1 and ending on June 30. All professional faculty

are assigned a faculty rank for which they qualify. Librarians and Counselors are professional faculty. Colleges may also designate Coordinator, Assistant Coordinator, and Administrative Officer level positions as professional faculty.

### *9 Month Teaching Faculty*

Full-time teaching faculty (including program heads and assistant division chairs) are normally on nine-month appointments which include the fall and spring semesters of the academic year. All assistant division chairs and program heads are appointed as teaching faculty. Such appointments are made at the discretion of the individual college.

#### **Associate Instructor Teaching Faculty**

Full-time teaching faculty who are on restricted nine-month appointments which include the fall and spring semesters of the academic year. Associate instructors receive non-continuing one-year appointments that are made at the discretion of the individual college. Associate Instructors receive full benefits and are ranked either Level 1 or Level 2 based on their qualifications.

#### **Part-time 9 Month Teaching Faculty**

Part-time teaching faculty members have continuing nine-month appointments which include the fall and spring semesters of the academic year. Part-time 9-month teaching appointments are made at the discretion of the individual college. Part-time 9-month teaching faculty members receive partial benefits based on their workload assignment and are assigned a faculty rank for which they qualify.

### *Classified Employees/Support Staff*

Classified employees/support staff are employees who occupy positions that are listed in the Commonwealth's Compensation Plan, and who are covered by the Virginia Personnel Act, as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period. They are assigned to an established position and are scheduled to work 40 hours per week. Full-time classified employees are paid on the semi-monthly payroll.

### *Restricted Appointments*

Restricted appointments are individuals holding a restricted appointment to instructional, administrative, professional, or classified/support staff positions. A restricted appointment is an appointment to a position that is funded (10% or more) by non-State revenues such as gifts, grants, donations, contracts, or other sources of funding which are not continuing in nature.

Employees in restricted positions are eligible for the same benefits as other full-time employees with one possible exception. If funding no longer exists to continue the employment of an employee assigned to a restricted position, severance benefits may not be payable to the employee following the cessation of source funding, unless the funding for severance was included at the time of establishment of the position.

### *Adjunct Faculty*

Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.

### *Wage Employees (1500 hour employees)*

Wage employees are employed on an hourly basis and are limited to working no more than 1,500 hours for the college in a 365-consecutive day period. This period begins on the first workday. Hourly employees receive pay increases as approved through the General Assembly, but their pay may not exceed the hourly equivalent for the maximum assigned to their role title and/or pay band. All employees paid on an hourly basis, regardless of duties, are considered non-exempt from the provisions of the Fair Labor Standards Act.

The Worker's Compensation Act, the Family and Medical Leave Act, and the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) cover hourly employees. Although they are not entitled to use the Grievance Procedure for State Employees, hourly employees may consult with the Department of Employment Dispute Resolution (EDR) on work-related issues and use the State Employee's Discrimination Complaint procedures.

Hourly employees may also participate in the college's deferred compensation arrangements, either the 457 or 403(b) plan or both. They are not eligible for the cash match program.

### **Volunteer**

Volunteers are persons who, of their own free will, provide goods or services, without any financial gain. A signed volunteer agreement must be on file documenting the terms and conditions of the volunteer arrangement. Criminal background checks may be required for some positions.

## **VI. PROMOTION**

All applicants for a position which provides an opportunity for promotion will be given equal consideration on the basis of individual merit. College employees should be encouraged to apply for promotional opportunities and should be given the opportunity to participate in training which will aid in their professional development.

## **VII. RECRUITMENT/SELECTION PROCESS FOR FACULTY RANK POSITIONS**

(to include teaching faculty, administrative/professional faculty and restricted faculty positions)

- The President's Staff person in charge directs the selection process. (The President may delegate as desired.) This person will work closely with the Human Resources Office to ensure all state and federal guidelines are met in the recruitment/selection process.
- Initial Steps:
  - Analyze the vacant position to determine if any changes have occurred;
  - Determine the knowledge, skills, and abilities/competencies necessary (or preferred) for the position;
  - Identify the educational qualifications required for the position;
  - The President's staff person (or designee) prepares a "Request to Advertise" form and submits the completed form, along with a detailed position description, through the appropriate Vice President which is then forwarded on to the President.

When detailing the requirements for the vacant position, the President's staff person (or designee) should ensure the required educational level, knowledge, skills, abilities, and required licensure are job-related and in line with those established by the VCCS-29 criteria for faculty personnel. Applicants for faculty positions that are selected for interviewing may be asked to demonstrate their skills through a sample teaching demonstration. Administrative faculty may be asked to give a brief presentation on a specified related topic. All newly hired employees require a criminal history/sex offender background check and may require additional checks based on position. All new employees are subject to e-verify to determine employment eligibility. Some administrative faculty employees are also required to complete a Conflict of Interest/Financial Disclosure Statement on an annual basis. Such requirements will be specified in the recruitment advertisement.

No positions will be advertised without the prior written approval of the President (signature on Request to Advertise Form). The form is submitted to the Vice President of Finance and Administrative Services for approval (signature) and then to the Human Resources Office.

- Wytheville Community College encourages open recruitments, which are open to all state employees as well as the general public. If the initial recruitment does not result in an adequate applicant pool, it may be necessary to re-advertise the vacant position.
- The Human Resources Director is responsible for developing the job announcement and sending it forth to the requested media once it has been reviewed by a Search Advocate and has the necessary signatures on the Request to Advertise Form. All vacancies are advertised both internally and to the general public. Sources utilized by the College to advertise vacant positions may include but are not limited to:
  - Various professional magazines/journals
  - Local and national newspapers
  - VCCS listing
  - College website
  - Chronicle of Higher Education
  - Other colleges/universities including historically black institutions

At a minimum, all job announcements will include:

- A summary of job duties;
- Educational qualifications required (for teaching and Administrative positions or required by law);
- Any occupational certification or licensing required;
- Notification that the selected candidate must have a satisfactory criminal history/sex offender background check prior to hire date;
- Notification that additional background checks may be necessary based on position (if the position is considered sensitive in nature);
- Notification that new hires will be subject to e-verify to determine employment eligibility;
- Notification that the selected candidate must complete a Statement of Economic Interest Financial Disclosure Statement (if applicable);
- Notification that copies of transcripts are required;
- Notification that letters of reference are required (if applicable);

- Closing date for accepting applications (if applicable);
  - Contact information for questions about the position;
  - Contact information should an applicant need reasonable accommodations for a disability;
  - Number of positions being filled from this applicant pool (if more than one);
  - Notice to applicants that they may be required to demonstrate the skills and abilities necessary for satisfactory performance of the required work; and,
  - Any preferred qualifications.
- Only online application documentation through the VCCS applicant tracking system is accepted for each open position.
  - While applications are being received and prior to the closing date, the President's staff person (or designee) in conjunction with the Human Resources Director will appoint a Screening/Interviewing Committee. This committee must be comprised of college-wide employees to include administrative/professional faculty, teaching faculty, and classified/support staff. The Screening/ Interviewing Committee must have a minimum of three members, one of which must be a member of the Engagement and Opportunity Standing Committee. A Confidentiality Statement will be signed by each committee member prior to accessing candidate applications. A Committee Chair will be elected from among the committee members. This committee will be briefed on the requirements of the position and the proper conduct of the interview. The Screening/Interviewing Committee will be informed it is a recommending body only; final selection, in the form of a recommendation to the President, lies with the President's staff person (or designee).
  - After the closing date, log in information to the VCCS applicant tracking system will be provided to all committee members to view application materials. The Human Resources Office will develop a screening grid used for evaluating the applicant pool based on criteria noted in the advertisement. Consistent with the requirement of the Code of Virginia, an applicant who may be a military veteran will be given consideration for their military service provided that such veteran meets all of the knowledge, skills, and ability requirements for the available position. The Screening/Interviewing Committee will narrow the applicant pool and will recommend to the President's staff person (or designee) those applicants to interview. Internal candidates who meet the minimum qualifications for the position and have not been working under a performance corrective action plan within the past 12 months will be granted an interview. Internal candidates who are under a corrective action plan will require the President's approval to interview. The President's Cabinet may request to review the Log of Applicants and may add to or remove names of applicants for interviewing. The Human Resources Director will be given dates to schedule interviews and will contact the applicants to schedule an interview time. The Human Resources Director will secure a location for interviews to be held and will schedule any visual aids needed for the interviews.
  - Prior to the interview, the Screening/Interviewing Committee will comprise a list of questions to be asked to each of the applicants. All applicants will be asked the same questions (unless there is a follow-up question for clarification to one that is asked). Only questions that seek information related to the applicant's knowledge, skills, and ability to perform the job are



acceptable. Questions that are not job related or that violate EEO standards are not permissible. The listing of questions will be reviewed by the Human Resources Director prior to the interview. Interviewers must document applicants' responses to questions to assist with their evaluation of each applicant's qualifications. This information will be retained with other documentation of the selection process.

- The Human Resource Office will compile copies of application documents and questions for each of the applicants and will distribute to each committee member prior to the interview date.
- The interview process must include a formal assessment of each candidate's speaking and writing abilities. Written communication skills can be evaluated by requiring candidates to submit a written statement of one or more pages on a topic relevant to the job responsibilities (i.e., their teaching philosophy, or view of the community college). Oral communication skills can be evaluated by requiring, as part of the interview process, that each candidate make a presentation to the Screening/Interviewing Committee (or some other group) on a topic relevant to the job. For teaching faculty, this may involve a "mini-teaching" demonstration on an instructional topic relevant to the area of teaching responsibility. For non-teaching positions, candidates may be asked to identify and discuss major issues or new developments within their area of expertise or to respond to a problem solving case study. Any requests for written and/or oral presentations will be identified and discussed with the applicants in advance of the formal interview.
- When a candidate is recommended for hire, a Release of Information form to give the college permission to conduct a criminal history/sex offender background check will be required. This background check will only be processed on the applicant should they be the recommended applicant for hire. The background check will be run prior to an offer of employment being made to the applicant. A satisfactory background check is required for employment.

Telephone interviews or online communication platforms can be utilized for an initial interview; however, the candidate must meet with the hiring authority before a job offer is made. If one candidate is offered a telephone interview or online communication platform interview, all candidates must be offered the same for consistency. Should telephone interviews/online communication platforms be utilized, documentation of questions and responses are required and will become a part of the documentation for EEO reporting and audit.

- The President's staff person (or designee) will conduct reference checks on the candidates interviewed that are considered finalist for the position. Reference check documentation will be retained by the Human Resources Office for EEO reporting and audit purposes and will not become a part of the applicant's file.
- Following the committee interview, the President's staff person and/or the President may interview any and/or all of the applicants.
- The Committee Chair will prepare a written recommendation to the President's staff person (or designee) listing strengths and weaknesses of each applicant interviewed along with a

recommendation for hire or may make a recommendation to re-advertise should a final candidate not be recommended.

- Once a decision has been made for hiring, the President's staff person (or designee) confers with the Human Resources Office regarding a salary calculation. A written recommendation (to include start date and salary) is submitted to the President. The final decision for hiring lies with the President.
- When the final decision has been made, the successful candidate is contacted by the President's staff person (or designee) of the offer of employment. When a verbal acceptance is received, the Human Resources Director prepares and distributes the required written Employment Contract to the potential employee reiterating the verbal offer of employment. This written offer of employment is signed by the College President as the hiring authority for the institution.
- The President's staff person (or designee) will contact by telephone or in person any internal candidate(s) who were interviewed notifying them that the position has been filled. The Human Resources Office will notify (in writing) all other applicants that the position has been filled.
- All documents from the committee(s), the President's staff person and/or designee, and the President will be forwarded to the Human Resources Office. Required documents will be retained for EEO reporting and audit purposes. Documents not required for retention will be destroyed by shredding.
- The President's staff person (or designee) will announce the new hire to the College. The Human Resources Director will schedule an orientation meeting with the new employee to complete required documentation that is not included in the electronic Onboarding process for payroll and benefits. An official personnel file is established at this time and is retained in the Human Resources Office.

#### **VIII. RECRUITMENT/SELECTION PROCESS FOR CLASSIFIED/SUPPORT POSITIONS**

- The President's staff person in charge directs the selection process. (The President may delegate as desired.) This person will work closely with the Human Resources Director to ensure all state and federal guidelines are met in the recruitment/selection process.
- Initial Steps:
  - Analyze the vacant position to determine if any changes have occurred;
  - Update the Employee Work Profile (EWP) to reflect expectations of the duties and responsibilities;
  - Determine the knowledge, skills, and abilities/competencies necessary (or preferred) for the position;

- Determine if the position is assigned to the proper role title and make changes as necessary;
- Identify any educational qualifications required by law for the position;
- The President's staff person (or designee) prepares a Request to Advertise Form and submits the completed form, along with the Position Description, through the appropriate Vice President/Director to the President.

When detailing the requirements for the vacant position, the President's staff person (or designee) should ensure the required level of experience (specific number of years of experience is prohibited), knowledge, skills, abilities, and required licensure are job-related. Applicants may be asked to demonstrate their level of experience, knowledge, skills, and abilities through a work sample. All newly hired employees require a criminal history/sex offender background check and may require additional checks based on position (if the position has been identified as sensitive in nature). All new employees are subject to e-verify to determine employment eligibility. Some classified/support staff employees are also required to complete a Conflict of Interest/Financial Disclosure Statement on an annual basis. Such requirements will be specified in the recruitment advertisement.

No positions will be advertised without the prior written approval of the President (signature on Request to Advertise Form). The form is submitted to the Vice President of Finance for approval (signature) and then to the Human Resources Office.

- Wytheville Community College encourages open recruitments which are open to all State employees as well as the general public. If the initial recruitment does not result in an adequate applicant pool, it may be necessary to re-advertise the vacant position.
- The Human Resources Director is responsible for developing the job announcement. Once it is reviewed by a trained Search Advocate and has required signatures, it is sent forth to the requested media. All vacancies are advertised both internally and to the general public. Sources utilized by the College to advertise vacant positions may include but are not limited to:
  - Local and national newspapers
  - VCCS Listing/State of Virginia recruitment system
  - College website
  - Other media sources as deemed appropriate

At a minimum, all job announcements will include:

- A summary of job duties;
- Any educational qualifications required by law;
- Any occupational certification or licensing required by law;
- Notification that the selected candidate must have a satisfactory criminal history/sex offender background check prior to hire date;
- Notification that additional background checks may be required (if the position is considered sensitive in nature);
- Notification that new hires will be subject to e-verify to determine employment eligibility;
- Notification that the selected candidate must complete a Statement of Economic Interest Financial Disclosure Statement (if applicable).

- Notification that letters of reference are required (if applicable).
  - Closing date for accepting applications (if applicable);
  - Contact information for submitting application documents;
  - Contact information should an applicant need reasonable accommodations for a disability;
  - Number of positions being filled from this applicant pool (if more than one);
  - Notice to applicants that they may be required to demonstrate the skills and abilities necessary for satisfactory performance of the required work;
  - Any preferred qualifications.
- Only online application documentation through the VCCS applicant tracking system is accepted for each open position.
  - While applications are being received and prior to the closing date, the President's staff person (or designee) in conjunction with the Human Resources Director will appoint a Screening/Interviewing Committee. This committee will be diverse in nature and must be comprised of college-wide employees to include administrative/ professional faculty, teaching faculty, and classified/support staff. The Screening/ Interviewing Committee must have a minimum of three members, one of which must be a member of the Engagement and Opportunity Committee. A Confidentiality Statement will be signed by each committee member prior to accessing candidate applications. A Committee Chair will be elected from among the committee members. This committee will be briefed on the requirements of the position and the proper conduct of the interview. The Screening/Interviewing Committee will be informed it is a recommending body only; final selection, in the form of a recommendation to the President, lies with the President's staff person (or designee).
  - After the closing date, log in information to the VCCS applicant tracking system will be provided to all committee members to view application materials. The Human Resources Office will develop a screening grid used for evaluating the applicant pool based on criteria noted in the advertisement. Only established criteria from the job announcement will be utilized in reviewing all application documents. Consistent with the requirement of the Code of Virginia, an applicant who may be a military veteran will be given consideration for their military service provided that such veteran meets all of the knowledge, skill, and ability requirements for the available position. The Screening/Interviewing Committee will narrow the applicant pool and will recommend to the President's staff person (or designee) those applicants to interview. Internal candidates who meet the minimum qualifications for the position and have not been working under a performance Corrective Action Plan within the past 12 months will be granted an interview. Internal candidates who are under a Corrective Action Plan can be interviewed with approval from the President. The President's Cabinet may review a listing of applicants and may add to or remove names of applicants for interviewing. The Human Resources Director will be given dates to schedule interviews and will contact the applicants to schedule time and date of interview. The Human Resources Director will secure a location for the interviews to be held and will schedule any visual aids needed for the interviews.

- Prior to the interview, the Screening/Interviewing Committee will comprise a list of questions to be asked to each of the applicants. All applicants will be asked the same questions (unless there is a follow-up question for clarification to one that is asked). Only questions that seek information related to the applicant's knowledge, skills, and ability to perform the job are acceptable. Questions that are not job related or that violate EEO standards are not permissible. The listing of questions will be reviewed by the Human Resources Director prior to the interview. Interviewers must document applicants' responses to questions to assist with their evaluation of each applicant's qualifications. This information will be retained with other documentation of the selection process.
- The Human Resources Office will compile copies of application documents and questions for each of the applicants and will distribute to each committee member prior to the interview date.
- The interview process must include a formal assessment of each candidate's speaking and writing abilities. Written communication skills can be evaluated by requiring candidates to submit a written statement of one or more pages on a topic relevant to the job responsibilities. Oral communication skills can be evaluated by requiring, as part of the interview process, that each candidate make a presentation to the Screening/Interviewing Committee (or some other group) on a topic relevant to the job. Applicants may also be asked to complete work samples to assess skills and abilities for the job. Any requests for written and/or oral presentations or completing work samples will be identified and discussed with the applicants in advance of the formal interview.
- When a candidate is recommended by the committee for hire, a Release of Information Form providing the college permission to conduct a criminal history/sex offender background check will be required. This background check will only be processed on the applicant should they be the recommended applicant for hire. The background check will be run prior to an offer of employment being made to the applicant. A satisfactory background check is required for employment.

Telephone interviews or online communication platforms can be utilized for an initial interview; however, the candidate must meet with the hiring authority before a job offer is made. Should telephone/online communication platform interviews be utilized, documentation of questions and responses are required and will become a part of the documentation for EEO reporting and audit.

- The President's staff person (or designee) will conduct reference checks on the candidates interviewed. Reference check documentation will be retained by the Human Resources Office for EEO reporting and audit purposes and will not become a part of the applicant's file.
- Following the committee interview, the President's staff person and/or the President may interview any and/or all of the applicants.
- The Committee Chair will prepare a written recommendation to the President's staff person (or designee) listing strengths and weaknesses of each applicant interviewed along with a recommendation for hire or may make a recommendation to re-advertise should a final candidate not be recommended.

- Once a decision has been made for hiring, the President's staff person (or designee) confers with the Human Resources Office regarding a salary calculation. A written recommendation (to include start date and salary) is submitted to the President. The final decision for hiring lies with the President.
- When the final decision has been made, the successful candidate is contacted by the President's staff person (or designee) of the offer of employment. When a verbal acceptance is received, the Human Resources Director prepares a Letter of Agreement reiterating the conditions of employment. The President's staff person (or designee) will contact by telephone or in person, any internal applicants to advise them the position has been filled. The Human Resource Office will notify (in writing) all other applicants that the position has been filled.
- All documents from the committee(s), the President's staff person and/or designee, and the President will be collected by the Committee Chair and forwarded to the Human Resources Office. Required documents will be retained for EEO reporting and audit purposes. Documents not required for retention will be destroyed by shredding.
- The President's staff person (or designee) will announce the new hire to the College. The Human Resources Director will schedule an orientation meeting with the new employee to complete required documentation that is not included in the electronic Onboarding system for payroll and benefits. An official personnel file is established at this time and is retained in the Human Resources Office.
- Within 30 days of hire, a Position Description is prepared and discussed in detail with the new employee. The signed document will be forward to the Human Resources Office and retained for use in the annual performance evaluation process.

#### **IX. RECRUITMENT/SELECTION PROCESS FOR WAGE (1500 hour) EMPLOYEES**

- The President's staff person in charge (or designee) directs the selection process.
- If the position is advertised, the same steps outlined in Section VIII are followed. Whenever possible, wage positions will be advertised and a competitive recruitment process will be followed.
- If the position is not advertised, the recruitment/selection process is at the discretion of the President's staff person (or designee). The President must approve any position that is not posted through normal recruitment.
- A criminal history/sex offender background check must be processed on the person being considered for the position. The individual will need to sign a Release of Information Form and the background check run prior to the hire date. Reference checks are also required on

persons being considered for wage employment. The wage employee is also subject to e-verify for employment eligibility.

- Wage employees will be given a position description by their supervisor indicating expectations of the position and performance will be evaluated on an annual basis.
- The President's staff person (or designee) announces the new hire to the College. On the first day of employment, the President's staff person introduces the new employee to the President. The new employee will also meet with the Payroll Officer to ensure all required documentation is complete. The new employee will be given instructions on how to enter hours worked in the timekeeping system of record. The wage employee will also be given a schedule of pay periods and pay dates. An official personnel file is established at this time and is retained in the Human Resources Office.

## **X. PLACEMENT**

The College's Human Resources Office and the EEO Officer will determine whether the requirements of the law and the policies of Wytheville Community College have been satisfied. No permanent appointment shall be considered valid unless the stated procedures are followed and documented, and until such time as the appointment has been approved by the President of the College.

## **XI. ACCESS TO SELECTION RECORDS**

Under the Freedom of Information Act (FOIA), applicants have access to some information regarding the selection process. Applicants DO NOT have access to information related to the selection process that identifies other applicants.

## **XII. DISCRIMINATION**

Wytheville Community College (WCC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors.

Discrimination complaints from applicants should be addressed to the Human Resources Director.

## **FORMS**

All forms for this process can be found on the P:Drive (Global Share) on the WCC Network under Forms>HR Forms

## **INTERPRETATION**

**This document is updated regularly by the Engagement and Opportunity Standing Committee. Official interpretation of this guide is the responsibility of the Director of Human Resources at Wytheville Community College. Questions regarding the application of this guide should be directed to the Office of Human Resources of Wytheville Community College.**