

WPCC Hiring Process Steps for Full-Time Employees

1. Using the Request for Position Form (RPF) located in our eRetrieve forms, the full-time position requested (new or replacement) is presented to Senior Staff for discussion through the appropriate VP or the President. HR (either the HR Director or the VP for Administrative Services) should be represented at the Senior Staff meetings where the presentation occurs. Accompanying the RPF form (attach PDF document) will be the current job description. The job description is reviewed for accuracy and relevance by the direct supervisor in consultation with the appropriate Dean and VP and forwarded to HR utilizing the “track change” function in WORD for any modifications. However, if there are major changes to the job description, the Position Reevaluation Process should be used. This process should be requested by the President, Vice President, or HR. Approval to proceed will be at the recommendation of the appropriate Dean and VP. Final approval will be by the President. HR will determine the following:
 - Initial Salary range is confirmed by HR based on the College Salary Scale.
 - Human Resources determines Exempt / Non-Exempt classification.
 - The final job description, exempt and non-exempt status, and salary is approved by the VP and the President.
 - HR will post the updated job description to the Intranet.
2. Once a position is approved: The Interview Committee (IC) Chair is chosen by the VP:
 - The IC Chair is normally the direct supervisor but can be the Dean, Vice President or President.
 - The job posting is created in the college’s applicant tracking software by the IC Chair.
3. The job posting will proceed through the approval workflow within the college’s applicant tracking software; and, after final approval, will be posted on appropriate media outlets or job boards:
 - Human Resources will add the salary range to the job announcement prior to final posting.
 - HR will provide the VP, Dean, and IC Chair a list of the regular media outlets.

- If necessary, the VP and IC Chair should discuss additional media outlets with Human Resources to assure maximum advertising exposure.
 - Requests for additional advertising costs for the position should be discussed with the CFO who will recommend any alterations to the President.
4. After consultation between the IC Chair, the appropriate Dean, and the appropriate VP, an interview committee is recommended to the VP by the IC Chair.
- Procedure 03.01.020.c in the WPCC Policies and Procedures Manual provides criteria for the committee makeup - <http://www.wpcc.edu/policy-manual/03-01-020-c-hiring-process-for-full-time/>
5. The IC Chair presents the IC names to the Vice President for approval:
- Once approved, the VP emails the names of the approved IC to HR. HR will enter each IC member's name in the applicant tracking software and generates users and passwords for each IC member for the specific position vacancy.
 - All IC members should complete the on-line instruction "Interview Compliance and Fair Hiring" and sign an "Interview Guidelines Agreement". The IC Chair will collect the guidelines agreements at the end of the process and will deliver to HR. (HR will check to ensure all IC members have signed the Interview Guidelines Agreement.)
 - The IC Chair will be forwarded instructions and be responsible for finishing the applicant tracking process through each stage.
6. Interviews with the IC are set up through the Human Resources Department:
- The IC Chair will provide applicant names, and available dates and times with any additional instructions.
 - The IC Chair will provide interview questions to HR prior to the interview for approval. Any concerns with the submitted questions will be discussed with the IC Chair.

7. After IC interviews are completed:
 - The IC Chair prepares a summary of strengths and weaknesses for at least the top two finalist(s).
 - If there are no acceptable finalist(s), the appropriate Vice President informs the President and recommends a course of action.
 - The IC Chair completes reference checks on the finalist(s) and summarizes this information in a brief narrative.
 - The IC Chair emails the reference checks and the strengths and weaknesses reports to the Vice President.
 - The IC Chair, the appropriate Dean if applicable, and the VP meet to discuss the finalist(s).
 - The VP forwards the summarized reference checks and the strengths and weaknesses reports electronically to HR.
8. The Vice-President (along with others deemed appropriate) will interview the finalist(s).
 - Once the finalist interview is scheduled, the Executive Assistant to the President will be informed as of the day and time in order for the President to arrange a time to meet with the finalist:
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 - Human Resources will calculate the final salary offer based on the college's salary plan using the finalists' confirmed experience and education.
 - Human Resources will process a criminal background check on the finalist(s).
 - Human Resources will combine the following documents in an electronic loc drive folder titled, "HR Finalist":
 - Application
 - Resume
 - Strengths & Weaknesses
 - Background Check result
 - If satisfactory no further information required
 - If unsatisfactory should be discussed with HR and President
 - Salary Computation worksheet into an electronic folder
 - Other information as appropriate

- After the finalist is interviewed and is approved for hire, the Director of Human Resources will call and make the offer to the finalist.
- If the finalist returns with a counter offer, Human Resources will proceed as follows
 - A market demand, with justification, may be initiated, the second finalist contacted for an interview, and/or the position opened again for additional candidates.
- Once the applicant has accepted the position HR notifies the President, Vice President, Dean and Supervisor the candidate has accepted the position and the start date of the new hire.
- After the applicant has accepted the position HR will notify the remaining candidates in the pool that they were not chosen to be finalists.
- HR will contact the applicant for processing by sending a welcome email and new hire electronic forms through DocuSign (a secure portal) prior to onboarding, and will confirm the start date with the new hire and the appropriate supervisor.
- HR will provide the supervisor the “Systems User Access Form” to complete and submit to Information Technology (IT) to arrange for an email account, computer access, and telephone access to be available on the start date of the new hire. This form should be submitted not less than one week prior to the new hire start date. The form will also be available on the College’s Intranet.
- The Trustees will be notified of the hiring of all full time personnel and will then meet the employee at the next Trustee meeting after the employee’s start date.