

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 42**

TITLE: HIRING POLICY

SECTION 1. GENERAL

- 1.1 Scope: This policy establishes the procedures regarding hiring of non-classified, classified, and faculty employees for regular positions within Bluefield State College.
- 1.2 Authority: WV Code 18B-1-6, 18B-7-3, and HEPC Title 133 Procedural Rule Series 4, Series 39, Series 31, Section 5, and Series 9.
- 1.3 Effective Date: February 15, 2007; amended April 21, 2016
- 1.4 Filing Date: May 13, 2016
- 1.5 BSC Policy Monitor: Human Resources

SECTION 2. POLICY

- 2.1 Bluefield State College is committed to hiring the most qualified person for each position while ensuring equal employment opportunity to all qualified individuals. This policy provides guidelines for an efficient and competitive hiring process for all full-time and part-time regular vacancies that produce the highest quality applicant pools and promote equal employment opportunity. Hiring procedures will be conducted in accordance with Bluefield State College policies, the BSC Affirmative Action Plan, and applicable WVHEPC rules and relevant laws.
- 2.2 Exclusions: Positions excluded from this process are: president, adjunct faculty, visiting faculty, temporary employees, independent contractors, casual employees, and student employees.
- 2.3 Objectives - The primary objectives are: recruitment of highly qualified candidates, matching the qualifications of the candidates to the job-related needs and expectations of the hiring departments; expeditious hiring of qualified candidates into vacant positions; diverse representation of qualified candidates in applicant pools; and equitable and unbiased treatment of all candidates in the recruitment and hiring process in accordance with BSC policies and state and federal law. All full-time and part-time regular vacancies to be filled will be solicited through established recruitment and search procedures as identified in this policy.

SECTION 3. PROCEDURES

- 3.1 Posting the Job/Advertising – The immediate Hiring Supervisor will review, and update if necessary, the job description. Changes to job descriptions for classified positions

(Position Information Questionnaire for classified positions) must be reviewed by the Office of Human Resources before a classified position may be posted internally or externally. Using the current, or updated if applicable, job description (or Position Information Questionnaire for classified positions), the Hiring Supervisor will develop a Job Vacancy Announcement (job posting) that must include the title and type of position, education level required, type of experience and amount required, duties and responsibilities, entry level salary or salary range (if known), how to apply, and the affirmative action statement of the institution. The Hiring Supervisor submits a request to advertise the position and obtains authorizing signatures, while electronically submitting their draft job posting to the Office of Human Resources. The request to advertise must include the type of position, the ad placements desired, the appropriate hiring department budget line to purchase the advertisement(s), and the appropriate approval signatures. All regular positions must be advertised for a minimum of ten business days. Grant funded, or *soft money*, positions or those of a fixed duration will be posted indicating that the position is contingent upon the availability and continuance of funding. Non-exempt classified positions must be posted internally for ten business days prior to any paid external advertisements being placed.

- 3.2 Non-Discrimination - All qualified candidates will be given equal consideration for posted positions without regard to race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, or veteran status. In all cases, the best qualified candidate will be selected.
- 3.3 Applicant Screening for Required Minimum Qualifications – Applications will be screened to determine applicants who meet the posted required minimum qualifications. The initial screening process is outlined as follows.

Classified Positions - Prior to the release of applications to the search committee, the Director of Human Resources or his/her designee and the immediate Hiring Supervisor will screen applicants with regard to required minimum qualifications as posted/advertised for classified positions by the Mercer System; the Mercer System allows the substitution of experience in lieu of a college degree and vice versa unless otherwise indicated in the job posting.

Non-Classified Positions - Prior to the release of applications to the search committee, the Director of Human Resources or his/her designee and the immediate Hiring Supervisor will screen applicants relative to required minimum qualifications as posted/advertised.

Faculty Positions - The respective search committee will screen applicants relative to required minimum qualifications as posted/advertised.

For non-faculty positions, if a consensus is not reached during initial screening regarding whether an applicant meets required minimum qualifications, the immediate Hiring Supervisor, the respective Cabinet-level administrator and the Director of Human Resources will render the final determination.

- 3.4 Search Committee - A search committee will be established for the recruiting and hiring of regular, vacant positions and will serve the purpose of making recommendations and assisting the immediate Hiring Supervisor with the search process. Search committee activities will be reviewed in accordance with College policies by the Affirmative Action Officer or his/her designee. The Hiring Supervisor will serve as a resource regarding job-related information and will have decision-making input into the selection of the final candidate for hire, subject to approval by the respective Vice President and the President.

Exception to the use of a search committee: A search committee will not be required when an internal job posting for a non-exempt classified position results in one or more minimally qualified non-exempt classified internal applicant(s) who applies within the ten business day internal posting period. Under these circumstances, the immediate Hiring Supervisor and his/her supervisor may proceed with the search process after receiving equal opportunity training and general procedural guidance from the Director of Human Resources or his/her designee. For internal non-exempt classified searches where the search committee is waived, the Hiring Supervisor and their immediate supervisor will be required to: submit interview questions for approval in advance of interviews to the Affirmative Action Officer or designee; and, interview all minimally qualified non-exempt classified applicants who apply within the ten business day posting period.

- 3.4.1 Search Committee Composition - A search committee will consist of a minimum of three members nominated by the Hiring Supervisor subject to approval by the President or his/her designee. The search committee will consist of a diverse representation, which shall include African American representation. A diverse representation shall be defined as those with differences based upon race, gender, age, ability, ethnicity and employment status. One member of the committee will be assigned the responsibility of Chair.
- 3.4.2 Search Committee Charge - The search committee is required to review hiring resources available online at <http://bluefieldstate.edu/documents/forms/mgrtools>, including equal opportunity and non-discrimination information, search guidelines, search committee responsibilities and related procedures. The BSC Search Committee Responsibilities Form must be signed by all committee members and returned to the Office of Human Resources prior to the release of the applications to the committee.
- 3.4.3 Search Committee Timeline – The Hiring Supervisor and the search committee Chair establish and monitor search process timeframes to expedite the hiring of qualified candidates into vacant positions.
- 3.4.4 Screening Tool and Interviewing Questions - The search committee will develop a screening tool and set of interview questions prior to the release of the applications. These will require approval by the Affirmative Action Officer or designee before applications are released to the committee. The same interview questions will be asked of all interviewees to ensure equal opportunity.

- 3.4.5 Evaluating the Candidates - At least three committee members must be present to evaluate the candidates and make recommendations to the Hiring Supervisor relative to top candidates to invite for interviews. Recommendations of candidates to interview are to be approved by the Hiring Supervisor and the respective Vice President before interviews are scheduled.

To promote the principles of diverse representation, all committee members are to be present for all interviews. Phone or video interviews may be used to assist in narrowing the finalists for the position, but may not be substituted for campus interviews during the final stages of a search. A quorum of at least 51% and at least three voting members of the committee must be present to evaluate, make recommendations, and interview candidates. Once the final candidates have been recommended by the committee and approved by the Hiring Supervisor and respective Vice President, the Chair should schedule on-campus interviews. It is strongly recommended that a minimum of three qualified candidates be interviewed. If someone is absent from one interview, his/her comments on the other candidates should not be considered when making final recommendations to the Hiring Supervisor. When final interviews conclude, the search committee may recommend one candidate, or provide a summary outlining the strengths and weaknesses of each of the top candidates to the Hiring Supervisor.

Costs involved in the search process, including those during the interview process, are to be approved in advance and covered by the hiring department. This includes travel costs for candidates, if applicable. Positions may be re-advertised prior to interviews if the pool of candidates is insufficient to select three qualified candidates for interviewing.

- 3.4.6 Search Committee Recordkeeping - When the search committee has made their final recommendations for hire to the Hiring Supervisor, all screening tools, emails, and related documents such as notes taken are part of the search and selection file and must be kept for three years from the conclusion of the search. It is each search committee member's responsibility to sign their respective documents and deliver them to the Chair, who in turn is required to provide all such documents to the Office of Human Resources.

- 3.5 References and Background Screening - After interviews are conducted and the search committee recommends to the Hiring Supervisor the top candidate(s) to consider for hire, the Hiring Supervisor will send a written request to the Office of Human Resources to begin reference checks and a background screening. References and the background screening, which may include criminal and/or financial background check, are required before a formal offer of employment can be made. Criminal and employment background checks will be conducted as appropriate to the position. The hiring department is responsible for the cost of the background check.

- 3.6 Hiring

- 3.6.1 Pursuant to WV Code 18B-7-3 (e), a non-probationary, non-exempt classified employee who applies for and meets required minimum qualifications as determined by the Director of Human Resources or designee and the Hiring Supervisor, or other designee of the President, for an internally posted non-exempt classified position within the institution, and who is currently employed at the institution, shall be hired to the posted position. If more than one qualified, non-exempt classified employee applies, the best-qualified non-exempt classified employee is awarded the position. In instances where the non-exempt classified employees are equally qualified, the non-exempt classified employee with the greatest amount of continuous seniority in a regular position at Bluefield State College is awarded the position.

Non-exempt, classified positions cannot be posted for external applicants until the Office of Human Resources has determined that no internal candidates qualify. For purposes of this policy, “external applicants” are defined as any applicant who is not currently employed by BSC in a regular, classified position, and includes temporary, casual, or student employees, employees of the BSC Research & Development Corporation, and BSC current classified employees who are in a probationary period. For purposes of this policy, “internal applicants” are defined as currently employed full-time or part-time regular, non-probationary, non-exempt classified employees of Bluefield State College. Regardless of whether exempt or non-exempt, classified employees who are still serving in their six-month probationary period shall not be considered for a position through an internal search.

- 3.6.2 For all faculty positions, original transcripts are required prior to any offer of employment. For all non-faculty positions requiring a degree, original transcripts will be required if the Office of Human Resources is unable to verify the highest educational degree attained by the successful candidate as a result of the background check.
- 3.6.3 All hiring decisions must be approved by the President before employment is offered. An offer of employment may only be extended after all signatures of approval are obtained on the appropriate form, the reasons for selection and non-selection of all candidates have been documented by the Chair and submitted to the Office of Human Resources, along with all notes and relevant documentation taken during the search process. An offer may be made by the President or the President’s designee, or a member of the Office of Human Resources.
- 3.6.4 After a verbal offer has been extended and accepted, a formal written offer and/or contract will be issued by the President. The Office of Human Resources will notify all unsuccessful applicants of the closure of the search.

- 3.7 Unsuccessful Searches - If the applicants referred by the search committee are unsuitable,

the Hiring Supervisor may request the committee reconvene to review the applicant pool for additional recommendations of qualified candidates. Should additional applicants be unavailable or unsuitable, the Hiring Supervisor may recommend to the Office of Human Resources that a new search be initiated. When a search is cancelled, all applicants will be notified in writing.

- 3.8 Orientation – For newly hired full-time employees, the Office of Human Resources will conduct a general institutional orientation, the Payroll Office will conduct the benefits orientation, and the Hiring Supervisor is responsible for conducting the departmental orientation including the performance management process.
- 3.9 Resources and Forms –Additional policy resources may be found on the Bluefield State College website at <http://bluefieldstate.edu/hrpolicies> and the West Virginia Higher Education Policy Commission site at <http://www.wvhepc.com/resources/rules-and-policies/>. Relevant forms pertaining to the hiring process may be found on the Office of Human Resources website Forms/Documents section at <http://bluefieldstate.edu/hr>.