

## **Policy Title: Filling of New and Vacant Positions**

**Impact:** Employees

**Responsibility:**

**Effective Date:** 06/26/96

**Last Update:** 04/27/22

**Relates to Procedure:** 3.02.03

**Legal Citation(s):**

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### **I. Policy Narrative**

North Idaho College is committed to filling new and vacant positions in a consistent and equitable manner by following a documented recruitment process.

Benefits eligible positions must be filled through the current recruitment process administered by Human Resources.

Non-benefits eligible positions are not required to go through the current recruitment process. Hiring managers wishing to recruit for a non-benefits eligible position will follow the current recruitment process where applicable.