

Procedure Title: Filling of New and Vacant Positions

Impact: Employees

Responsibility: Human Resources

Effective Date: 06/26/96

Last Update: 04/27/22

Relates to Policy: 3.02.03

Legal Citation(s):

I. Definitions

- A. Vacancy – an existing board-approved position that is either vacant, or will soon be vacated based on documentation submitted to Human Resources (HR).
- B. Applicant Tracking System (ATS) – the online system used by applicants to submit application documents. Hiring managers and the search committee members use the ATS to review applications.

II. Recruitment Process

- A. Once a vacancy is established and HR has received approval to post, the recruitment will follow the current recruiting guidelines located on the HR portal. The filling of all benefits eligible vacancies must be approved by the president or the president's designee prior to the position being posted.
- B. The hiring manager must review the current job description and submit any changes to the recruiter. The recruiter will post all recruitments for a minimum of two weeks and will coordinate all advertisements. The hiring manager (or their designee) will review and follow all guidelines provided by the recruiter.
- C. Criteria for candidate review will be established by the hiring manager and reviewed by the recruiter prior to application review. It is the responsibility of the hiring manager to ensure the candidates selected for interviews meet the minimum qualifications prior to contacting them. In order to be considered, all applications must be completed and submitted through the ATS before the posted close date and time.
- D. For benefits eligible faculty positions and directors (or above), NIC will coordinate applicant travel and/or provide travel reimbursement for approved interview-related expenses.
- E. HR will determine the appropriate starting wage/salary prior to an offer being made. The final candidate must successfully pass a reference and background check where applicable. All benefits eligible employees will be issued employment documents prepared by HR. Relocation allowance may be provided on a limited basis as approved by the president.