



## **AP 7120 Recruitment and Hiring**

### **References:**

- NWCCU 2020 Standard 2.F.3
- AP 7211 Minimum Qualifications and Equivalencies
- AP 3420 Equal Employment Opportunity
- AP 7126 Applicant Background Checks

Whenever full-time position vacancies occur, the Director of Human Resources and the vice president or dean of the affected division or department will discuss and review the position prior to the position being opened to candidates or advertised for the purpose of ascertaining if the position is classified correctly to accomplish the work of the College.

In cases where new full-time positions are needed or created, the position must be approved by Executive Team prior to announcement.

Human Resources shall publish on the college website procedures regarding recruitment and advertisement methods, application instruments, search committee composition and activities, selection procedures, pre-employment testing and physical examinations (as appropriate), reference checks, and employment offers for all position types.

**Rescinds Procedure Number: AP-030**

**Approved: February 4, 2020**