

Employment Process Elizabethtown Community & Technical College

It is the goal and overall philosophy of Elizabethtown Community & Technical College to fill each faculty or staff vacancy with the best-suited applicant without regards to race, color, ancestry, age, sex, marital status, religion, or disability. Every reasonable effort will be made to recruit qualified woman and minorities into vacant positions.

POSITIONS

All new positions must be approved and created through the KCTCS System HR office.

Existing full time position vacancies require President/CEO approval to advertise and fill. The area Dean/Division Chair/Supervisor complete the Request to Advertise Vacant/New Position form and submit to Human Resources. The Request to Advertise form must be approved by the area Dean and the President/CEO before a position will be advertised.

Temporary hires do not require President/CEO approval, advertisements, or search committees but whenever feasible advertisements are encouraged. If interviews are held for temporary positions, they should follow the same general guidelines of selection, location, committee composition, etc.

ADVERTISING

Advertisements state the official job title in the ad and are based upon the position job description. Essential job qualifications, minimum requirements, and preferred qualifications will be clearly stated. A “closing date” or “review of applications begins” date of no less than ten workdays from the date of posting will be listed. All advertising media will contain the KCTCS/ECTC affirmative action statement. All responses to vacancy announcements/advertisements will be directed to the college Human Resources Office.

All regular full-time vacancies are advertised in the local papers The News Enterprise and The Turrett and depending on the position may be advertised for example in the Louisville Courier Journal and/or The Chronicle for Higher Education. Display ads are preferred. All regular full-time vacancy postings will be simultaneously submitted to America’s Job Bank, the Office of Vocational Rehabilitation, and the other colleges of KCTCS and posted online at KCTCS and our local website.

EVALUATION OF CREDENTIALS

The Human Resources Office shall accept all applications and remove the Self Disclosure forms before making copies of the applications for the search committee. Records will be kept as to the number of applicants and types of applicants for affirmative action record-keeping purposes.

STAFF VACANCIES

The Human Resource Office will review credentials on all applicants for staff positions and only those applications/resumes for individuals meeting or exceeding the minimum qualifications using KCTCS Standard qualification guidelines.

FACULTY VACANCIES

Faculty credentials will be evaluated by the Academic Unit and the Academic Unit will provide to the college HR Director records on what applicants did and did not meet the minimum qualifications for the faculty position. Applications/resumes for individuals will be retained in Human Resources for review by the hiring official/committee. Additional information on the faculty search process can be found in the college faculty handbook.

SEARCH/SCREENING COMMITTEES

A search/screening committee will be responsible for reviewing the applications, interviewing applicants, and selecting finalist(s) for each vacancy. The President/CEO or designee may appoint the search/screening committee. Generally the direct supervisor of the vacant position will serve as Chair of the committee. The committee should consist of a minimum of three members. The direct supervisor for the vacant position will complete a Position Search Committee Request Form and submit the form to the request to the President/CEO for approval. The list of the name of the members of the search committee is made part of the vacancy record in the college Human Resources office. The committee should identify specific skills and abilities required to perform the job, listing tools, equipment, and work aids required. This criterion should be used in evaluating the applications.

Ideally the committee should select a minimum of 3 individuals to interview. In instances of exceedingly low response, or exceedingly high response, the number of applicants selected for interview may vary.

INTERVIEWS

Interviews shall be held on campus. In rare cases an off-site conference site or other recognized public meeting facility may be utilized. In the event an applicant is unable to honor their original interview appointment due to unforeseen difficulties, all reasonable efforts should be made to reschedule the interview at a mutually agreeable time.

The committee should compile a list of interview questions for the applicants. All applicants are asked the same questions. Questions relating to sex, age, color, race, religion, national origin, or disability are inappropriate during interviews.

REFERENCE CHECKS

The search committee or Human Resources Director will make reference checks utilizing a standardized list of questions/inquiries before recommending the candidate to the President/CEO for hire. Criminal records checks as appropriate will be conducted confidentially by the college Human Resources Director.

Reference checks should be documented and are only for the use of the interview committee. After the completion of the selection process, all search materials and reference information must be returned to the college Human Resources Director.

RECOMMENDATION TO HIRE

The Search Committee will forward the recommendation to the President/CEO for final review. The Search Committee Chair will send a letter to the President/CEO specifying why the Committee feels that this candidate would be the best fit for the position. The President/CEO may also meet with the Committee Chair to discuss the recommendation. In some cases the President/CEO may also interview the candidate before the final decision is made.

JOB OFFER

The college Human Resources Director, or the college President or designee will make the official job offer. Salaries will be quoted semi-monthly rate for all employees, or hourly for temporary positions, as appropriate. Salary should be based upon the individual's related education and experience in accordance with the official compensation process in place. The intent is the salary process is to determine a fair and equitable salary without causing internal equity problems.

Offer letters, and contracts when appropriate, are required for grant (soft money) or time limited positions; offer letters are used for all other positions. Applicants are informed that they must present qualifying identification on the first day of employment in order to complete the federally required I-9 form.

Once the job offer is accepted, all other applicants will be notified that the position has been filled. The Human Resources Director will make this notification in writing.