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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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**AP 7923 SUPERVISORY/CONFIDENTIAL RECRUITMENT  
AND HIRING**

The recruitment and selection of supervisory/confidential staff will focus on ensuring that the District will select staff who can support and promote the mission, vision, and values of Hancock College and who can expertly foster community college effectiveness and student success.

In addition to the general processes described above, the recruitment of classified and confidential staff will follow these procedures:

**I. Identification of Positions to Hire**

As vacancies occur, it is incumbent on the hiring supervisor to consider current and future program and department needs and goals before initiating recruitment activities for a replacement position. When a position is identified for recruitment, the immediate supervisor of the position shall initiate a request to hire using the appropriate form.

**II. Job Announcements and Recruitment**

Using the approved job description as the foundation, the job announcement will include representative duties, responsibilities, and professional expectations of the position being hired including the knowledge, skills, and abilities the District requires. Job requirements may include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Human Resources will post the district's applicant tracking system. If the position is a difficult-to-hire position, the committee chair should suggest professional organizations, list-serves, conferences, websites, journals, or other sources for posting the job announcements.

### **III. Committee Composition**

The number of voting members on the hiring committee shall not be fewer than five or more than 8 unless approved by the superintendent/president. The committee composition shall be:

- A. Area administrator or designee;
- B. At least one classified staff member appointed by CSEA;
- C. An additional classified staff member chosen by the area administrator;
- D. One supervisory/confidential member appointment by supervisory/confidential group;
- E. Student selected by the Associated Student Body Board Government (ASBG);
- F. May include faculty representatives from the hiring department where appropriate as appointed by the hiring administrator;
- G. May include additional administrators appointed by area administrator or designee;

Any exceptions to this procedure must be approved by the Staff Diversity/Equal Employment Opportunity Committee. The screening committee will consist of selected members of the interview committee and will review applications and recommend candidates to be interviewed.

### **IV. Recommendation of Hire; Job Offer**

At the conclusion of all interviews and skills demonstrations, the committee chair will lead the committee on a discussion of the candidates to arrive at a rank order of candidates that the committee recommends to move forward for second-level interviews. Second-level interview candidate(s) will meet with the area vice-president or designee, and committee chair who will determine which candidate to recommend for hire.

Human Resources or designee will conduct reference checks of the top candidate(s), which references should include the most recent supervisor, and supervisors and peers in positions with sufficient similarity to enable them to render reasonable, informed opinions of the candidate's likelihood for success in a classified or confidential position at Hancock College.

Human resources will forward the hiring recommendation, along with the salary recommendation, to the superintendent/president for approval. After receiving approval for the hire, human resources will extend a job offer by phone, and follow with a job offer letter.

The offer letter will announce the position, the recommended salary, which may be certified after the receipt of original transcripts and verification of prior employment, if required by the position, and that the offer is conditioned on a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the committee chair or superintendent/president does not recommend the hire of any candidate forwarded for consideration, they will discuss next steps with the chief human resources officer, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the committee chair should review the job announcement and recommend any adjustments they deem advisable to attract a pool better-suited for the position.

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**Approved: 4/19/22**  
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