

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

## Section IV - Personnel

**SUBJECT:** HIRING PROCEDURE

**REVIEWER(S):** President\*  
Provost  
Dean, Student Affairs and Enrollment Management  
Dean, Administrative and Financial Services

**RELATED POLICIES TO CONSULT:**

CCHS Policies: [Compensation \(Sec. IV\)](#)  
[Orientation of Faculty/Staff \(Sec. IV\)](#)  
CHS Policies: [Human Resources Policies HR1.01 - 1.09](#)

**I. POLICY**

To facilitate effective and efficient staffing, the College will adhere to hiring practices consistent with local, state and federal regulations and will defer to CMC Human Resources (HR) Guidelines and Policies in all areas not expressly addressed in CCHS policy.

**II. PROCEDURE**

A. Candidate Identification

1. As soon as a department manager knows there is/will be a vacancy, the information is discussed with the president.
2. The department manager requests the job to be posted through the CHS Position Management Center. The manager completes all applicable fields and forwards to the provost or college president and includes responses to the relevant justification questions.
3. If possible, a search team is formed to review the current job description to consider updates prior to position posting.
4. When a teammate requisition is received, HR personnel or nurse recruitment verify that the position is budgeted, add it to the vacancy list and commence activity to fill the vacancy.

B. Hiring Procedure

1. HR recruitment teammates review all applications and resumes to determine if any applicants qualify for the vacancy and advertise the position as appropriate.
2. HR recruitment teammates screen and review those applicants who appear to meet the job requirements. For management-level positions, HR conducts a preliminary (phone) interview.
3. After preliminary screening and evaluation of applications, HR recruitment teammates refer potentially qualified applicants to the college.
4. A search team is formed by the college's hiring manager that is composed of representatives from the hiring department, one representative from an external department, and one representative external to the college (e.g., CHS, Cabarrus), when applicable.
5. The hiring manager holds a preliminary meeting, prior to posting of position if possible, to discuss the role of the search team, review the position job description and departmental needs, develop interview questions, clarify the decision-making process and remind team members about confidentiality.
6. The search team screens and evaluates applications and determines those applicants best qualified to interview for the position. The hiring manager works with HR to arrange

interviews for those applicants.

7. The College will pay interview expenses as appropriate to ensure that it attracts the best applicants and remains competitive in its employment practices. Reasonable travel and subsistence expenses will be reimbursed to prospective applicants.
8. Classroom faculty applicants present a teaching demonstration to the search team. A student is included on faculty position interview teams whenever possible. Other positions with significant student interface may include students on the interview team at the discretion of the hiring manager.
9. The search team's input serves to inform the decision of the hiring manager. Hiring recommendations are reviewed with the president. The New Hire Approval and Access Form may be used to formalize and finalize the decision.
10. HR recruitment teammates are then informed of the hiring decision. Satisfactory references and a background check are obtained before an offer of employment is made.
11. Salary is based on the job class, CCHS compensation policy, and experience.
12. HR recruitment teammates contact the selected applicant to extend the job offer, negotiate salary, set a starting date and arrange a date for a health assessment. HR recruitment teammates must receive a health assessment confirmation from teammate health before setting a date for teammate orientation.
13. The college's administrative assistant will start a teammate file and retain copies of relevant documents.
14. All applicants interviewed for a position are notified by HR recruitment teammates of the final decision regarding their status. Faculty receive a letter of agreement from the college provost.
15. The hiring manager completes and appropriately distributes the following forms to onboard new teammates:
  - New Hire Approval and Access Form
  - New Hire Checklist
  - Equipment Sign Out Sheet
  - New Hire Technology Access Form
  - New Employee Orientation ChecklistForms are available on the college data drive at <..\\..\\Personnel\\New Employee Materials>
16. The Hiring Procedure policy and procedure will be reviewed bi-annually.

### III. APPROVAL

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_