

## 1.0 PURPOSE

- 1.1 Big Bend Community College (BBCC) will adhere to merit-based personnel selection standards to ensure excellent operations, meet accreditation standards, provide students with a quality education, and affirm and promote diversity, equity and inclusion throughout the college consistent with Board Policy 1025, Statement on Equity, Inclusion, and Diversity and Board Policy 6115, Equal Employment, Non-Discrimination, and Anti-Harassment.
- 1.2 BBCC recruitment selection processes will comply with all regulatory statutes including Title VII of the Civil Rights Act of 1964, as amended, Americans with Disabilities Act of 1990, the Uniform Guidelines for Employee Selection, WAC 131-16, WAC 357-19, RCW 49,60.030, the Washington Law Against Discrimination (WLAD) and any future regulations or amendments as applicable.

## 2.0 SCOPE

- 2.1 This procedure applies to all full-time and part-time positions at BBCC. Employees covered by a collective bargaining agreement should refer to that agreement for specific recruitment and selection procedures.
- 2.2 The Human Resources Office is charged with administering this recruitment and screening procedure. The Vice President of Human Resources and Labor shall have the authority to terminate or extend recruitment as determined appropriate or necessary to ensure achieve of the purpose of this procedure.
- 2.3 Authority for selection of permanent employees resides with the college president as outlined in BP 1000. Authority for selection of temporary, student, or non-permanent employees resides with the supervisor.

## 3.0 DEFINITIONS

- 3.1 The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.
- 3.2 Applicant: An individual who submits all required application materials for an open position and is available and eligible for employment.
- 3.3 Appointing Authority: The position with the authority under Board Policy 1000, WAC 357-01-025 and these procedures to make appointments of eligible persons to BBCC positions. The president is the appointing authority for all permanent positions.
  - 3.3.1 The president delegates appointing authority to the supervising dean, director, or applicable vice-president for the selection of part-time faculty, part-time hourly, temporary, student workers, and/or

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other non-permanent positions. Recruitment and selection for these positions shall be made in accordance with the processes outlined by the Vice-President of Human Resources & Labor.

- 3.4 Appointment:** The assignment of eligible persons from a certified eligibility list to a permanent position within BBCC.
- 3.5 Certification:** The act of providing an employing official or Appointing Authority with the names of the appropriate eligible persons to be considered for appointment to fill a permanent vacancy. The Vice President of Human Resources & Labor or designee is the certification official.
- 3.6 Competencies:** A cluster of related knowledge, skills, abilities and other personal characteristics (traits, motives and attributes) working together to produce outstanding performance in a given area of responsibility.
- 3.7 Conflict of Interest:** An existing or prior personal or business relationship between an employing official or screening committee member and a candidate for employment that might affect consideration of that candidate.
- 3.8 Eligibility list:** The list of names of all applicants and/or layoff/transfer employees eligible for appointment to a permanent position as determined by the Vice President of Human Resources & Labor or designee.
- 3.9 Employing Official:** The administrator or supervisor designated by the Appointing Authority to exercise responsibility for requesting certification, interviewing eligible applicants, and recommending appointment to the Appointing Authority.
- 3.10 Family member:** The definition of family member includes spouse, significant other, domestic partner, child, grandchild, parent, grandparent, sibling, corresponding step relatives, corresponding in-laws, and corresponding relatives of employee's spouse, significant other, domestic partner of any other employee of BBCC assigned to the same department, if such relative would directly be supervised by or be a supervisor of such employee, or where potential problems of safety, morale, security or conflicts of interest exist.
- 3.11 Permanent Position:** An ongoing, budgeted position with expectation of continuation and rights granted under statute or contract. Exempted from this definition are at-will, temporary, in-training and/or project appointment positions.
- 3.12 Employment Category:** The various categories of employment recognized by BBCC, to include:
- 3.12.1 Executive Position:** The college president and vice presidents.
  - 3.12.2 Administrator Position:** All deans and directors.

- 3.12.3 Exempt Position: A position exempted from civil service as defined in RCW 41.06.
- 3.12.4 Faculty: Any teacher, counselor, or librarian who is not otherwise excluded by RCW 28B.52. Includes associate/adjunct faculty for purposes of this procedure.
- 3.12.5 Classified Position: A position subject to the provisions of RCW 41.06.
- 3.12.6 Part-time Position: An at-will position not otherwise defined by the other employment categories listed in this procedure.
- 3.12.7 Student Worker: A position filled by a student enrolled in six (6) or more credits at BBCC. This position may be funded through work study or other college funds.

#### 4.0 PROCESS

- 4.1 Prior to employment, the Appointing Authority shall be responsible to ensure applicants possess the requisite competencies, knowledge and technical skills to include scholarship, with credentials verified, and/or technical skills that represent appropriate study, training, and skills in the proposed area of assignment.
- 4.2 Liberal Arts academic employee scholarship and/or technical skills shall mean:
  - 4.2.1 Liberal Arts academic employees, including counselors and librarians, must have an earned master's degree from an accredited institution with emphasis in their teaching/service area. If no master's degree exists in the teaching/service area an exception may be granted in conjunction with a plan for meeting these requirements developed by the dean and division chair and approved by the Vice-President of Learning and Student Success.
- 4.3 Workforce Education academic employees must meet state professional and technical certification requirements, to include:
  - 4.3.1 An earned master's degree from an accredited institution in the field of that position's educational service, or if not generally available;
  - 4.3.2 An earned Bachelor's degree from an accredited institution in the field of that position's educational service and appropriate professional expertise in the field of that position's education service, or;
  - 4.3.3 If a master's degree or bachelor's degree in the field of education service is not generally available, then the employee shall be particularly qualified to provide instruction in their area of specialization as demonstrated by possession of all of the following:
    - 4.3.3.1 Sufficiently broad and comprehensive training in the field of that position's educational service, and
    - 4.3.3.2 Industry-recognized certification in the field of that position's educational service, when available, and

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- 4.3.3.3** Relevant work experience and/or relevant teaching experience that particularly qualified them to provide instruction in their area of specialization.
- 4.4** Pre-College academic employees must have an earned bachelor's degree from an accredited institution. The Employing Official is responsible for determining qualifications needed for the specific instruction assignment.
- 4.5** Associate/Adjunct faculty should possess the same credentials as those required of tenure-track faculty.
- 4.6** Exempt employee scholarship and technical skills shall mean having a combination of education from an accredited institution and technical skills determined significantly predictive of future success performing the assigned duties.
- 4.7** Administrator scholarship and technical skills shall mean, for an academic administrator, having a master's degree from an accredited institution. For a non-academic administrator, it shall mean having the equivalent of an earned master's degree from an accredited institution with emphasis in the area of assigned duties or a related field.
- 4.7.1** Per WAC 131-16 the Dean of Workforce Education shall have a master's degree from an accredited institution in a professional/technical instructional area, or equivalent administrator expertise as demonstrated by successful performance of broad administrator responsibilities. Per WAC 131-16, administrators overseeing professional/technical programs must demonstrate a commitment to and understanding of professional/technical education.
- 4.8** Classified: scholarship and technical skills shall mean having a combination of education and technical skills determined significantly predictive of future success performing the assigned duties.
- 4.9** Part-Time: scholarship and technical skills shall mean a combination of education and technical skills determined significantly predictive of future success performing the assigned duties.
- 4.10** Competencies: The traits, abilities, and characteristics that, if possessed, would enhance the job success of an incumbent in a position. These traits, abilities, and characteristics would differentiate between a successful and an unsuccessful incumbent and vary from position to position. BBCC values the following traits/characteristics in all employment categories. The following shall be evaluated in all selection processes:
- 4.10.1** Ability to positively impact student success through the reduction of equity gaps.
- 4.10.2** Understanding and acceptance of the role community colleges play in higher education and communities we serve.

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- 4.10.3** Ability to create and maintain a welcoming, supportive, safe, affirming, and respectful work environment for colleagues, students, and customers.
  - 4.10.4** Ability to effectively work with individuals and serve students from diverse backgrounds and experiences.
  - 4.10.5** Ability to perform duties and responsibilities in a professional manner consistent with applicable laws, regulations, and college goals and policies.
- 4.11** Employees assigned duties that require special licensure and/or certification must meet all minimum licensure/certification requirements and maintain such licensure/certification as a condition of employment pursuant to the requirements of the appropriate licensing/accrediting body, SBCTC regulations or applicable collective bargaining agreement.
- 4.12** Employees assigned duties that require special licensure or certification will be placed on a temporary, unpaid leave of absence if they do not possess a current required license or certification. The leave of absence shall run until the employee provides the college with documentation the required license or certificate is current or one (1) year whichever comes first.
- 4.13** Outreach and Recruitment
- 4.13.1** Within the NEOGOV Online Hiring Center (OHC), supervisors will create a requisition to request to fill a position. The requisition will go through the appropriate approval levels, which always includes approval by the appropriate Vice President, Business Office, Human Resources, and for permanent positions, the President/Appointing Authority.
  - 4.13.2** Recruitment activities will be administered based on two fundamental principles. First, as a publicly funded institution it is appropriate to provide all members of the public with equal opportunity to apply and be considered for BBCC employment. Second, BBCC recognizes the value, to both the employee and to the organization, of investing in our employees' development and in providing opportunities for career growth within the organization.
  - 4.13.3** All permanently funded vacancies not filled from established eligibility lists shall be generally announced and active solicitation shall be undertaken designed to make aware qualified applicants who meet the minimum requirements.
  - 4.13.4** The Vice President of Human Resources & Labor will prepare the position opening announcement in collaboration with the immediate supervisor of the position and in accordance with current collective bargaining agreements. The position announcement must be approved by the Vice President of Human Resources & Labor prior

to posting.

**4.13.5** When considering the appropriate recruitment strategy, BBCC will first consider the established goals noted in the college's diversity plan, required competencies, the availability of those competencies within the institution's existing workforce, and the need for diversity of experience, knowledge and skills in furthering student success.

**4.13.6** Following consideration of the items noted in 4.12.4, one or more of the following recruitment strategies, as determined appropriate by the Appointing Authority shall be utilized:

**4.13.6.1** Internal Competitive: recruitment open to all current employees of BBCC. Internal recruitments that fail to produce candidates that either the screening committee or the Appointing Authority consider capable of executing the assigned duties will then be recruited as open competitive. An internal candidate may not have their internal application transferred to the subsequent external recruitment, but must submit a new application.

**4.13.6.2** Open Competitive: recruitment open to all qualified candidates internal and external to BBCC.

**4.13.7** Outreach efforts designed to inform qualified members of historically under-represented populations of vacancies shall be incorporated into each recruitment process. Announcement of the recruitment will be conspicuously posted within the labor market considered most appropriate for the vacancy. Considerations of the appropriate labor market will include presence of historically disadvantaged populations, required competencies, and diversity of experience, knowledge and skills.

**4.13.8** A competitive recruitment process will be utilized for all internal competitive and open competitive searches. Job announcements will be posted for a minimum of seven (7) calendar days. Any current BBCC employee may apply.

#### **4.14** Screening Committees

**4.14.1** Screening committees will be established for all permanent vacancies. Screening committee membership for faculty positions is defined in the BBCC Faculty Negotiated Agreement.

**4.14.2** A representative screening committee, formed consistent with this procedure, shall conduct a screening of applicants who meet the minimum qualifications and interview those candidates considered most qualified. The committee will recommend candidates to the employing official whom it believes are capable of executing the assigned duties. Appointment will be made only upon approval of

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the Appointing Authority.

- 4.14.3** The Vice President of Human Resources & Labor or designee will screen applications against the position's minimum qualifications to ensure only those candidates meeting the minimum qualifications are forwarded for consideration to the screening committee.
- 4.14.4** All screening criteria to include: application screening tools, interview questions, exercises and presentations, reference questions, supplemental questions, etc. will be reviewed and approved as appropriate and job-related in advance by the Human Resources Office.
- 4.14.5** Administrator and Exempt Employee Screening Committees will be comprised of two (2) representatives from faculty, designated by the Faculty Association President, one (1) classified staff, and two (2) admin/exempt employees with specific representation appropriate to the position vacancy. The Appointing Authority or designee shall make classified and admin/exempt committee appointments and select the committee chair. Attempts will be made to ensure gender and racial diversity of the committee. If the employing official is on or chairs the screening committee, they cannot participate in any separate interview processes with candidates forwarded to the Appointing Authority.
- 4.14.6** Classified Screening Committees will be comprised of the immediate supervisor and other subject matter experts, with specific representation appropriate to the position vacancy. Membership on the screening committee shall not exceed four (4) members. The employing official in collaboration with the Human Resources Office shall make committee appointments and may serve as committee chair. Attempts will be made to ensure gender and racial diversity of the committee.
- 4.14.7** All screening committees will include a representative from the Human Resources Office as a non-voting member. The HR representative will consult and advise on screening issues and will facilitate the screening process to ensure timelines are maintained. The HR representative will attend all committee meetings, final interviews, and gather all materials at the conclusion of the recruitment process.
- 4.14.8** Human Resources will advise screening committees about comprehensive, professional screening procedures, processes and protocols, including the impact of implicit bias on recruitment and selection processes.

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- 4.14.9** All conflicts or potential conflicts must be disclosed prior to the screening committee's consideration of candidates. The assigned HR Representative will determine whether the conflict or potential conflict disqualifies a committee member from participating in any of the steps of the screening process.
- 4.14.10** The screening committee will develop job-related, objective criteria beyond the position's minimum qualifications and use those criteria to screen the qualified pool of applicants down to a list of three (3) or more finalists who represent, in the consensus opinion of the committee, the best qualified to perform the position in question. This comprises the certified list for the position. In rare instances, the committee may forward fewer than three (3) finalists for the position to the Appointing Authority. Committees are expected to exhaust all outreach options to ensure a viable candidate pool is available for review. Specific reasons for the lower number of finalists will be detailed in the letter the Appointing Authority.
- 4.14.11** Screening committee members are responsible for protecting the confidentiality of all information made available or produced during the screening process. In accepting committee membership, each member assumes the responsibility to guard candidate name and status, the outcome of committee evaluations, and the content of committee deliberations. Violations will be cause for removal from the screening committee and potentially termination of the screening process for that position.
- 4.14.12** The screening committee will recommend, in writing, to the Appointing Authority, a minimum of three (3) finalists in alphabetical order. In rare instances, the committee may forward fewer than three (3) finalists for the position to the Appointing Authority. Additionally, the committee may be charged by the employing official with providing additional information. This list is certified upon receipt by the Appointing Authority.
- 4.15** Once an eligibility list has been established, it may be certified for other significantly similar vacancies that occur within six (6) months of the establishment of the eligibility list. No list may be used for vacancies that are not determined significantly similar by the Vice President of Human Resources & Labor and no list may be used beyond its certification date.
- 4.16** Employment of Family Members:
- 4.16.1** Big Bend Community College shall recruit the best qualified person for all positions and consideration shall be based solely on merit. Family relationships shall not be used as a basis for denying rights, privileges, or benefit of regular job status.



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- 4.16.2** Family members shall not be placed into a conflict of interest situation by serving on screening committees or recommending employment of family members.
- 4.16.3** Family members shall not be assigned to the same department, if such family member would directly be supervised by or be a supervisor of such employee, or where potential problems of safety, morale, security, or conflicts of interest exist.
- 4.17** Appeals may be made by applicants regarding any part of the recruitment or screening processes. Appeals concerning the contents or conduct of the screening process must be made within twenty (20) working days after the date the results were communicated to the applicant. The Vice President of Human Resources and Labor or designee shall review the circumstances and concerns. Appeals shall not impede the normal appointment process. Appointments made will not be reversed in the absence of any wrongful conduct/action on the part of the appointee or a finding the appointee fails to meet the minimum qualifications.
- 4.18** The Appointing Authority shall consider all information provided by the screening committee prior to taking action. The Appointing Authority retains the right to further evaluate the applicants and to consider additional information. Applicants not forwarded for consideration under this procedures are ineligible for consideration by the Appointing Authority.
- 4.19** The Appointing Authority has authority to declare a failed search. If the decision is made to repost the position, Human Resources may review and modify the position.
- 4.20** Only the Appointing Authority can authorize a binding offer of permanent employment to an applicant. Offers of employment for permanent positions are made by the Human Resources Office and are conditional pending receipt of an acceptable pre-employment criminal background check. No other types of offers will be recognized as binding upon BBCC. Employment offers will be made in accordance with collective bargaining agreements and state and federal law.
- 4.21** The Human Resources Office will notify candidates not placed on the eligibility list and those candidates interviewed but not selected for the permanent position.
- 4.22** Documentation:
- 4.22.1** Human Resources will conduct reference and background checks for all permanent positions. The results of the completed reference checks and all details of employment will be provided to the Appointing Authority.

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- 4.22.2** The Employing Official will conduct reference checks for all non-permanent and student employment positions. Offers of employment for non-permanent and student positions are made by the Employing Official and are conditional pending receipt of an acceptable pre-employment criminal background check. No other types of offers will be recognized as binding upon BBCC. Employment offers will be made in accordance with collective bargaining agreements and state and federal law.
- 4.22.3** The Employing Official will notify Human Resources a minimum of forty-eight (48) hours in advance of the employee's first day of work. This will allow for sufficient time to complete and process new employee paperwork.
- 4.22.4** Under no circumstances will employees, including student employees, begin work without notification to Human Resources and completion of all required paperwork with receipt of supporting documents in the Human Resources Office.
- 4.22.5** All recruitment documents are the property of Big Bend Community College and will be maintained by the Human Resources Office in accordance with AP \_\_\_\_\_ Personnel Record System and Retention.
- 4.22.6** Individuals selected for employment at BBCC are required to provide official transcripts to the Human Resources Office within the first thirty (30) days of employment. Submission of official transcripts will be considered a condition of employment and failure to provide the required documents may be cause for disciplinary action, up to and including termination, non-renewal and/or removal from the current position consistent with applicable rules, collective bargaining agreements, or procedure. The cost to provide official transcripts to BBCC will be borne by the employee.
- 4.23** Official communications regarding the search and selection process are the responsibility of the Vice-President of Human Resources & Labor or designee. Members of screening committees who receive an inquiry or communication from the media or candidates will refer them to Human Resources.