



AP 7120 Recruitment and Hiring

References:

NWCCU Standard 2.F.1, 2.F.3

Job Descriptions

All positions must have a written job description. This requirement applies to all full-time, part-time, temporary, and contract positions. The purpose of this policy is to establish a consistent standard for defining and documenting the responsibilities and qualifications of each position. Job descriptions will be created by Human Resources with the assistance of the position's supervisor to ensure accuracy and alignment with organizational needs. Each employee shall be provided with a copy of their job description upon hire or when changes are made and shall be required to sign the job description to acknowledge receipt and understanding.

Hiring Process

All half-time (.50 fte) or more positions will be filled using a screening committee and work with the Human Resources office as detailed below.

Once the job description has been created or updated (if necessary), human resources the supervisor will complete the Job Announcement form. This form and the job description will then be submitted to be placed on the next Administrative Team agenda for review and approval. Once approved, human resources will post the position for a minimum of five working days. If the position is "internal only", it will be noted on the recruitment announcement.

A screening committee shall be formed and should generally be comprised of three to five employees. The committee should be composed of two or more different departments. A committee may be larger or smaller as determined by the appropriate Vice President. The VP or supervisor will act as Committee Chair.

A screening matrix is created by human resources using the qualifications outlined in the job announcement. Human resources and the supervisor will review applications for completion and minimum qualifications. Applicants that meet the minimum requirements will be available for the Committee to review. Committee members will review applications and then interviews will be scheduled.

Once a candidate has been chosen by the Committee, human resources and the supervisor will submit a Recommendation for Hire form to the Administrative



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Team and President for approval. Upon receipt of approval, HR shall extend an offer of employment.

Head Coach positions will be advertised through Human Resources. A committee made up of the Vice President of Student Services, Athletic Director and at least one staff member will make the selection using the above process.

The entire screening and hiring process is confidential in order to maintain the integrity of the screening process.

The Board will receive a brief informational report from Human Resources at each regular meeting identifying new full-time employees and their position.

Alternative Assignments for Employees

Employees may be reassigned or transferred, at will, to another position at the request of the Vice President and approval of the President. The job change will be discussed with the employee and reasonable advance written notice will be provided. Reasons may include that the special skills, abilities and expertise of the employee are needed elsewhere, the health of the employee requires such a change, to resolve a dispute, other management needs or at the request of the employee. This policy does not create seniority, layoff or recall rights for an employee. This policy does not apply to faculty.

Temporary and Part-time Positions

Any part-time temporary, seasonal, or interim position of less than one year and any position which works less than 20 hours per week may be filled without advertising or following the above hiring process. This includes faculty who work less than (.55) percent of a regular full-time academic year workload.

Internal Applicants

The College is interested in promoting current employees rather than hiring from the outside when appropriate. Therefore, the College has adopted an 'internal applicant' process. An "internal applicant" is defined as any currently employed individual of the College, regardless of classification or hours worked. Internal applicants will be given first consideration in the selection process, assuming they meet the minimum qualifications of the position as advertised. However, nothing in this policy shall prohibit the College from announcing a position internally and externally at the same time due to unusual circumstances or an urgency to fill the position, or from appointing a current employee to a position without opening the job to the campus or the public.



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Faculty Recruitment

Hiring of full-time Faculty shall follow the guidelines set forth in the applicable Collective Bargaining Agreement.

Preference to Veterans

A veteran of the United States military (including Reserves) will receive a Veteran's Preference as specified by law.

Approved: April 21, 2026