Applies to: Faculty, staff, applicants

Responsible Office   Human Resources

POLICY STATEMENT

The college recruits and selects the most qualified individuals for open positions. In all cases, recruitment and selection activities are guided by a commitment to diversity. Central Ohio Technical College is an Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Hiring of non-U.S. residents is subject to specific federal statutes. Employing departments considering the hire of a non-U.S. resident should contact the Office of Human Resources for assistance before an offer of employment is extended.

Hiring for bargaining unit positions is subject to the collective bargaining agreement.

Purpose of the Policy

To assure the college recruits and selects the most qualified individuals for open positions, in compliance with applicable laws and policies.

Definitions

Term	Definition
Applicant	Any individual who completes an application form for a specific position.
Background check	Process of acquiring records regarding a **candidate's** past that is used to determine suitability for selection.
Candidate	**Applicant** who is considered beyond the initial screening portion of a selection process.
Criminal conviction	Having been found guilty, entered a guilty plea, or pleaded no contest to a felony, misdemeanor and/or ordinance violation other than a minor traffic violation (e.g. speeding is considered minor while driving under the influence is major).
Final candidate	Internal or external applicant identified as the finalist for a position.
Reference check	Process of acquiring information regarding a candidate's past job performance, issues of character and integrity, and appropriate qualities for the position.

Policy Details

   I. Recruitment
      A. The college uses a variety of recruitment efforts to attract qualified applicants. The Office of Human Resources coordinates recruitment and selection processes for faculty and staff in consultation with departments.
      B. Before posting or advertising, positions are reviewed by the Office of Human Resources, for appropriate title, and exempt or non-exempt status in accordance with the Fair Labor Standards Act (refer to Salary Administration and Classification Policy 2.3.10).
      C. Positions requiring posting:
         1. Regular (ongoing) positions, including seasonal.
         2. Temporary or term positions exceeding 12 months in duration.
         3. Positions changed from temporary or term to ongoing regular.
      D. Positions that do not require posting (not an exhaustive list):

Applies to: Faculty, staff, applicants

1. Reclassified positions (refer to Salary Administration and Classification Policy 2.3.10).
2. Positions filled by reinstatement, recall, or a reduction in work force placement.
3. Changes in full-time equivalency (FTE) levels.
4. Acting and interim appointments.
5. Intermittent positions.
6. Temporary promotions and temporary work-level adjustments.
7. Temporary and term appointments twelve or less months in duration.
8. Student employee appointments.
9. Part-time faculty appointments.
10. Transfers or reassignments within a department without change of classification.

E. There may be circumstances that necessitate the college not post a position. All such circumstances must be approved by the Office of Human Resources.
F. Position postings include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable and target hiring range. The posting should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements
G. Single postings may be used when multiple headcount of the same position exists. Language indicating multiple headcount should be included in the posting.
H. The Office of Human Resources in coordination with departments will post the advertisement and may publicize openings with external sources such as journals, newspapers, and websites. Publicized information shall be consistent with the position posting on, and direct applicants to, the college jobs website.
I. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants.

II. Eligibility and application for positions
   A. Former staff terminated for cause may be deemed ineligible for re-employment at the college.
   B. Staff are permitted reasonable time from their work schedule, as determined by the supervisor, to interview for college positions.
   C. Student employees may apply for staff positions. Student employee and staff appointments may not be held concurrently.
   D. A current, certified application must be received for all **final candidates** prior to a job offer for a temporary, term, or regular status position.

III. Selection and identification of final candidate
   A. Selection will be based on job-related qualifications such as education, experience, skill, training, ability, and job performance.
   B. Departments should give consideration to qualified applicants affected by a reduction in work force for 12 months from the effective date of termination.
   C. Salary and benefits offered to the successful candidate will be in accordance with appropriate policy guidelines and collective bargaining agreement (refer to Salary Administration and Classification Policy 2.3.10 and Group Benefit Programs). Any exceptions to compensation guidelines must be approved in advance by the Office of Human Resources. The college is not responsible for unauthorized commitments.
   D. When a staff member is selected for transfer or promotion, a minimum two-week notice is recommended prior to the transfer. Longer notice periods may be appropriate for certain positions and alternative arrangements for the time of transfer may be negotiated by mutual agreement between the departments.

IV. Offer and onboarding
   A. The final candidate for a position must receive an authorized offer letter issued by the Office of Human Resources.
   B. Employing departments should develop onboarding plans including connecting the new hire with resources, department mission and other staff & faculty to help ensure a successful transition in the new role.

V. Relocation expenses
   The responsible executive leadership member in consultation with the Office of Human Resources may authorize

Applies to: Faculty, staff, applicants

relocation benefits. Subject to college procedures, applicable law and IRS regulations the executive leader will determine the total amount provided for relocation.

PROCEDURE

I. Vacancies are published weekly on the college's jobs website.

II. Individuals applying for positions are required to disclose if they may be out of compliance with the Policy 2.1.15 Nepotism.

III. Applicants who provide false information or omit any requested information on the application materials or in the interview process may be deemed to have falsified their application and may be ineligible for hire. Internal applicants may be subject to corrective action up to and including termination.

IV. COTC is a drug-free workplace (see Drug-free Workplace Policy 2.1.25). As a condition of employment individuals offered employment may be required to complete successfully a pre-employment physical as a condition of employment that may include drug and/or alcohol testing. Refusing to take or failing a drug and/or alcohol test will result in removal from employment consideration. Internal applicants who fail a drug and/or alcohol test may be subject to corrective action up to and including termination.

V. **Background checks** will be completed on all internal and external final candidates.

VI. The college is required by federal law to verify the identity and work authorization of all new employees. All offers are contingent upon verification of identity and eligibility to be employed in the United States.

VII. The college is required by state law to have employees receive and acknowledge a copy of the Ohio Ethics Law (Ohio Revised Code, Chapter 102) for public officials and state employees.

VIII. Job openings received and approved by the Office of Human Resources are posted online for a minimum of seven days. The posting schedule may be adjusted for college holidays, system upgrades or for other administrative or operational necessity.

IX. Relocation expenses and payment options should be negotiated with the faculty or staff member during the hiring process. The letter of offer should specify the payment option selected and define the maximum amount. It is important to inform the new employee that applicable taxes are withheld in compliance with applicable laws and IRS regulations.

Responsibilities

Position or Office	Responsibilities
Applicant	1. Complete online application. 2. Disclose if you may be out of compliance with Nepotism Policy 2.1.15 3. Final candidates must complete an online background check and/or BCI/FBI background check (fingerprint) as required by law or the college. 4. If selected for hire, complete all new hire paperwork as required by law or the college.
Hiring department	1. Using the college's applicant tracking system (i.e., PeopleAdmin), complete an Advertising Requisition and update the position description in order to start the hiring process. 2. Appoint a search committee when appropriate. The Office of Human Resources strongly encourages the use of a selection committee and that the composition of the committee reflects diversity. 3. Conduct a thorough review of the employment applications. 4. Consult with the Office of Human Resources if considering an applicant who has disclosed **criminal convictions** or terminations. 5. Interview candidates and discuss essential job functions, specific position duties, salary, and hours of work. 6. Conduct telephone **reference checks** from at least the last three employers on finalist(s) for the position. 7. Using the college's applicant tracking system (i.e., PeopleAdmin) complete the hiring proposal and forward to next approval step for review and approval.

Applies to: Faculty, staff, applicants

Position or Office	Responsibilities
	8. Upon Office of Human Resources approving the hiring proposal, the department is authorized to offer the candidate employment pending successful completion of the background check(s). The department must then inform the Office of Human Resources of the candidate's acceptance or rejection of the offer and, if applicable, confirm the start date. 9. Document reasons for selection or non-selection of candidates. Reasons for selection or non-selection for self-identified veterans will include a comparison of the qualifications of the veteran to the individual selected. 10. Forward hiring proposal, records of the search process, such as evaluation criteria, notes from interviews, and reference checks, to the Office of Human Resources. 11. Notify applicants of status and close job openings posted to the college's jobs website within two weeks of hiring decision. 12. Plan and implement onboarding to the department for the new hire. o Supervisors of new hires must complete the "new hire checklist" and return it to the Office of Human Resources within 30 days of employment.
Human Resources	1. Upon receipt of an advertising requisition or direct hire request (for temporary appointments only), send email notification to hiring manager acknowledging receipt and follow-up procedures including drafting advertisement and posting as indicated. 2. Provide orientation to the search committee or hiring manager. 3. Post positions for a minimum of 7 days online on the Office of Human Resources job board for Advertising Requisitions received in the applicant tracking system by the established deadline. The posting schedule may be adjusted for college holidays and closings. 4. Send standard email and applicant tracking system (i.e., PeopleAdmin) guest-user access instructions for the position posting to the hiring manager and search committee. 5. Meet with candidates to provide benefits information as needed. 6. Review hiring proposals to ensure all necessary paperwork is in place and to ensure that all of the steps are properly documented. In addition, verify the degree received, if required for the position. 7. Notify the search committee chairperson of the outcome of the Office of Human Resources review. 8. Send out the official letter of offer to the candidate after receiving confirmation of acceptance and start date from the committee chairperson. 9. Maintain records of the selection process in accordance with the college's records retention practices. 10. Consult with departments regarding this policy.

Resources

- COTC Policies
    - Drug-free Workplace Policy 2.1.25
    - Nepotism Policy 2.1.15
    - Salary Administration and Classification Policy 2.3.10
- Hiring-manager Resources
- HR Forms
- Fair Labor Standards Act
- Group benefit programs information
- Jobs website
- Ohio Revised Code, Chapter 102
- Relocation expenses resources
    - Current federal per diem rates
    - Internal Revenue Service

Applies to: Faculty, staff, applicants

Contacts

Subject	Office	Telephone	E-mail/URL
Human Resources	1014 Founders Hall	740-366-9367	https://go.cotc.edu/hr

History

Issued: 02/01/2005
Reviewed: 03/01/2009
Revised: 01/22/2014
Reviewed: 05/06/2014
Edited: 03/13/2015
Edited: 03/02/2016, 03/03/2017, 03/28/2017
Edited: 03/02/2018 (new template)
Edited: 07/23/2021 (links)