

**APPENDIX E
EMPLOYMENT GUIDELINES**

FUNCTION	OFFICE	DOCUMENTATION
Position Authorization	Appropriate Area Provost or Vice President	Budget, Internal Vacancy if Continued
Qualifications	Immediate Supervisor to Position and Human Resources	Position Duties Required Qualifications
Posting	Human Resources	Based on Qualifications
Screening	Human Resources and Appropriate Area Administration	Resume, Application, Transcripts (as Appropriate), Screening Form
Interviewing Appointments	Human Resources in Cooperation with Appropriate Area	Appointment Schedules
Interviews	Immediate Supervisor and Others as Appropriate	Interview Form/Rating Sheet
Recommendation for Employment	Area Provost or Vice President, Director of Human Resources, and Other Administrators as Appropriate	Discussion and Review of Credentials and Interview
Salary Determination	Director of Human Resources in Cooperation with Department Head, Dean, Area Provost or Vice President as Appropriate	Hay System
Employment Offer	Director of Human Resources	Salary Determination and Confirmation Letter
Employment Acceptance	Candidate	Letter or Personal Contact by Immediate Supervisor to Welcome New Staff
Board Confirmation	President, Area Provost or Vice President and Director of Human Resources	Memo to College President from Provost or Vice President of Area and Director of Human Resources
Employment Processing	Human Resources	Recommendation from Director of Human Resources and Provost or Vice President of Area

EMPLOYMENT GUIDELINES

