SEARCH & SELECTION PROCEDURES
FOR SPECIALIST POSITIONS

In accordance with College Policy 611, the following procedures shall be used for the selection of Specialist staff.

1. The search process is initiated upon the Human Resources Office receipt of the completed standard personnel requisition form. This form is to be completed by the administrator of the area to which the vacant Specialist position is assigned. “The administrator shall consult with the Human Resources Assistant to determine if the search shall be conducted by regular recruitment or internal recruitment.” (College Policy 940)

2. An announcement of a Specialist opening shall be prepared, and will include a position description, basic qualifications, salary, and application deadline. The announcement shall specify required and desirable qualifications. Required qualifications shall include the basic qualifications necessary to perform the duties of the position in a satisfactory manner.

3. The Human Resources Assistant shall thereafter monitor the entire search and selection process to ensure compliance with all equal opportunity/affirmative action guidelines. “The College of Lake County will ensure that no discriminatory hiring and employment practices be maintained and that affirmative action be taken on the College's personnel recruitment practices.” (College Policy 929)

4. Recruitment:
   a. **Internal Recruitment:** The Human Resources Office shall ensure that the announcement is posted on designated College job boards. The announcement shall be clearly identified as "internal recruitment." All recruitment and promotion procedures, as outlined in the College Internal Recruitment and Promotion procedures, are to be followed.
   b. **Regular Recruitment:** The announcement shall be distributed by the Human Resources Office to appropriate media and College placement offices as well as internally throughout the College. Persons seeking to apply from within the College shall follow the same application procedures as external applicants. No bias shall be extended in either way.

All regular recruitment shall take into consideration the following channels to encourage the application of qualified minority candidates:

1. The use of minority agencies.
2. The notification of colleges and universities with strong minority contacts and/or minority enrollments.
3. The placement of advertisements in minority newspapers and publications.

4. The notification of community clubs and organizations whose membership or purposes facilitates minority recruitment.

5. Resumes, College of Lake County applications and other application materials shall be collected and maintained by the Human Resources Office until the deadline date. Applications must consist of a minimum of a College of Lake County application and resume to be eligible for review. Applicants must submit a completed application as defined by the job announcement to be eligible for an interview.

6. Applications shall be screened by the Human Resources Assistant or designee and the appropriate administrator.

   a. The administrator may identify a Search Committee to assist in the selection process. The administrator and any committee members shall review the Specialist selection procedures. All Search Committee training program offered by the Human Resources office to be eligible to serve.

   If a committee is used, the functions of the committee are to:

   a. Review all applications on the basis of criteria outlined by the position announcement.
   b. Participate in the selection of candidates to interview.
   c. Participate in the interview process using interview forms, for the recording of individual evaluations.
   d. Participate in the evaluation of all interviewed candidates in terms of strengths and weaknesses that are submitted as written summaries to the Human Resources Office. The position may also be re-advertised if the pool lacks a sufficient number of applicants from underrepresented groups.

7. The Human Resources Assistant is to conduct a screening/intake interview. The appropriate administrator/committee will conduct the interviewing process using interview forms for the recording of individual evaluation.

8. The administrator charged with the hiring responsibility shall submit the recommended candidate, and an alternate, to the Human Resources Assistant with rationale and supporting information. Evaluation of strengths and weaknesses for all interviewed candidates is highly recommended.
9. The Human Resources Assistant shall review the final candidate and the supporting information and ensure that credentials of the recommended candidate are verified. The hiring administrator will be offered the opportunity to check references through the use of agreed upon questions.

10. The Human Resources Assistant shall determine the appropriate salary and shall extend all offers of employment to prospective employees.

11. Remaining candidates shall be notified by the Human Resources Office of the final selection.

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