

## HIRING PROCESS

### **I. Procedure**

#### **A. Authority**

1. The Supervisor is the leading authority for the hiring decision for the position.
2. The Director of Human Resources Operations is primarily responsible for administering and overseeing the hiring process.
3. The President has the authority and discretion to make decisions related to hiring, organizational changes, and involuntary termination.

#### **B. Process**

1. WDTC shall administer recruitment, selection, and hiring practices in a fair, consistent, and lawful manner and in accordance with applicable federal, state, and local nondiscrimination laws.
2. Employment decisions shall be based on job-related qualifications, institutional needs, and other lawful employment considerations.
3. Posted positions will be advertised internally, externally, or both, as determined appropriate by the College.
4. WDTC encourages applications from qualified individuals for posted positions.
5. Screening, interviews, and other selection activities shall be conducted as appropriate for the position and in accordance with College procedures. Employees involved in the hiring process are responsible for complying with applicable WDTC policies and procedures and all relevant employment laws. Initial employment, renewal of employment, and promotional employment of personnel shall be coordinated through Human Resources and processed in accordance with the College's established hiring process and approval requirements.
6. All offers of employment are conditional and subject to the candidate's successful completion of all applicable employment requirements, which include background checks and other position-related requirements, which may include credential or education verification and reference checks.

### **II. Definitions – None**