



Board Procedure 400.6: New Hire Selection and Internal Applicant/Employee Transfer Procedure

Personnel

All positions will be posted on the internal and external job posting sites simultaneously. The hiring supervisor has the discretion to request a position be posted for internal candidates only. Positions will be posted until filled unless notified by the hiring supervisor. Applications will only be accepted for posted positions.

The job posting will identify the qualifications and skills needed by the successful candidate. Specific information about posted jobs can be obtained from the Human Resources Department.

To be considered for a posted position, an employee must apply for the position from the internal job posting site. Internal applications must be for a specific posted position and will not be held on file for future posted positions. The supervisor may request a copy of the applicant's original resume from Human Resources if a resume is not submitted with the internal application to determine if the applicant meets the minimum qualifications of the position. Minimum qualifications are defined as the education and previous work experience as documented in the job description. All internal applicants who meet the minimum qualifications for an open position will be given consideration; however, the hiring supervisor will determine the appropriate number of interviews. Hiring supervisors may review applications of individuals not currently employed by IVCCD for open positions.

An interview committee, led by the hiring supervisor, can be used for interviewing candidates for open positions. The hiring supervisor will contact the top candidates to set up interviews with the committee. The hiring supervisor is responsible for sending acknowledgement of the interview and a current job description to all candidates.

Once all interviews are completed the committee will make recommendations to the hiring supervisor based on the assessment documents used during interviews. The hiring supervisor will hire the applicant who is determined to be the most qualified for an open position based on the following selection criteria:

- Formal Education; Licensure, Certification or Registration; Previous Work Experience – required or preferred as documented in the job description.
- Quality of Past Work Performance – as documented by a minimum of two employment related references, preferably the two most recent supervisors.
- Search Committee Interview Assessment – in areas identified in the job description as each is applicable to the open position. Particulars identified during an interview which have a significant impact on a hiring decision should generally be documented during the interview process and verified through other sources, such as performance review documents or reference checks.
- A recommendation for employment must be completed by the hiring supervisor and approved by the unit head, who forwards it to Human Resources. The recommendation for employment must be approved by the District President before the offer is extended.

If the recommendation for employment is approved, the hiring supervisor will formally offer the position.

Internal applicants not selected for a posted position will be contacted by the hiring supervisor. If any employee believes his or her qualifications have not been fairly evaluated for a posted position, the employee is encouraged to contact the Human Resources Department. The hiring supervisor will notify external applicants interviewed but not receiving an offer once another candidate has been hired and required pre-employment paperwork is completed.

Once a position has been offered, a pre-employment post-offer criminal background check will be completed by Human Resources per Board Policy 403. In accordance with federal labor regulations employment eligibility verification (I-9) must be completed on or before the hire date.

If the position involves an internal applicant, the employee will notify his or her current supervisor upon accepting the new position. The two supervisors will agree upon an effective date for the transfer, which ensures on-going provision of services in each unit. Transfers should generally occur in a two to three-week period

whenever possible. A period of more than four weeks will be considered excessive unless unusual circumstances exist.

The employee may be offered a new pay rate when transferring to a different position. The pay established for the position will be based upon such factors as relative placement of the job in the district pay schedule and the pay relationship with others working in the same type of position. The final pay rate will be determined by the Human Resources Department with concurrence of the hiring supervisor.

Date of Review: May 14, 2025

Date of Revision: September 13, 2023

Date of Adoption: August 12, 2009

Legal Reference

None

Related Administrative Rules and Regulations

Board Policy 403

Revision History

August 10, 2016; June 11, 2014