

PROCEDURE:

4.1.1p1. Recruiting and Hiring

Revised: October 15, 2008; October 21, 2009; September 16, 2010; September 21, 2011; September 19, 2012; September 18, 2013; September 17, 2014; September 16, 2015; September 21, 2016; September 20, 2017; September 18, 2019; October 19, 2022

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Adopted: April 18, 2007

I. PURPOSE

Ogeechee Technical College shall conduct all recruitment activities in accordance with Equal Employment Opportunity and Affirmative Action laws and all other applicable laws, rules and regulations. Ogeechee Technical College shall not discriminate against any employee or applicant for employment in the recruitment, hiring, promotion, demotion, transfer, layoff or termination, rate of pay, selection for training, or for any other reason on the basis of religious opinions or affiliations, race, color, national origin, disability, sex or age.

Ogeechee Technical College is an affirmative action/equal opportunity employer. Ogeechee Technical College is committed to promoting a diverse workforce that is representative of the people of Georgia and to providing maximum opportunity for internal mobility within the organization. Affirmative action means taking active steps to ensure that women, racial minorities, persons with disabilities, disabled veterans and veterans of the Vietnam Era are well represented in our workforce.

II. RELATED AUTHORITY

State Board Policy 4.1.1. Recruiting and Hiring

TCSG Procedure 4.1.1p1. Recruiting and Hiring

TCSG Procedure 4.1.1p2. Intra System Recruitment

State Board Policy 4.1.9. Background Investigations

Ogeechee Technical College 4.1.1p1. Interviewing and Hiring Full-Time Faculty & Staff Guidelines

Ogeechee Technical College 4.1.1p1. Interviewing and Hiring Part-Time Staff Guidelines

Ogeechee Technical College 4.1.1p1. Interviewing and Hiring Adjunct Faculty Guidelines

III. APPLICABILITY

This procedure applies to all applicants and employees of Ogeechee Technical College.

IV. DEFINITIONS

None.

V. ATTACHMENTS

Recommendation to Employ Form
Request for Personnel Action/Personnel Authorization Form
Contingent Letter of Employment

VI. PROCEDURE

Positions

All vacant positions must be posted. All positions will be posted in the Ogeechee Technical College Online Job Center. The Director for Human Resources should approve all job announcements prior to posting. The Executive Vice President for Academic and Student Affairs and Vice President for Institutional Effectiveness also approve job announcements for faculty positions. A job announcement must be posted a minimum of five (5) working days. The announcement should be posted in prominent locations and on suitable websites. Initially, all Ogeechee Technical College job announcements will be posted in the College's service area first. A job may be posted internally or externally. Internal job announcements are open only to current Ogeechee Technical College employees. External job announcements are open to all qualified applicants.

Employees in an Acting position, part-time employees, and adjunct faculty may not be promoted to a full-time position unless a job announcement has been posted and a search conducted.

Advertising and Outreach

The Director for Human Resources must approve all recruitment advertising prior to placement. To ensure a diverse pool of candidates Ogeechee Technical College will post, whenever possible and practical, a list of job openings with the Department of Labor Employment Services office, utilize advertising mediums with minority distribution, and list the openings with organizations that may be helpful in recruiting women, racial minorities, persons with disabilities, disabled veterans, and veterans of the Vietnam Era.

Screening of Applicants

Each applicant's experience, training, and education will be measured against the posted minimum job qualifications. An applicant who does not submit a timely completed application or whose application does not meet the posted minimum job qualifications shall not be interviewed or otherwise considered for the posted vacancy.

The Director for Human Resources will screen all applications based on the minimum requirements stated in the position announcement. All applications that meet the minimum qualifications will be forwarded to the interview committee members. Each member of the interview committee will then review and rate applications according to the qualifications for position.

Interviewing

The Interview Committee Chair is responsible for the interviewing of applicants. In consultation with Human Resources and whenever possible, a screening committee should conduct the interview process, including the determination of whom to interview.

In making this determination, the interviewer(s) should consider along with other relevant factors whether or not an applicant has a preferred qualification. Each applicant interviewed should be asked the same questions and responses noted and rated by the interviewer(s) on the interview rating sheets. Records should be retained of the search and selection process. It is the Interview Committee Chair's responsibility to ensure that these records are sent in a timely manner to the Director for Human Resources for retention. Applicants who are interviewed should sign the appropriate releases for further background investigation (criminal, motor vehicle, academic, etc.) as appropriate. Under normal circumstances, the candidate pool should contain members of racial minority groups and women. If not, the Interview Committee Chair should contact the Director for Human Resources to discuss further recruitment efforts. During the interview process, care should be exercised to avoid questions that are not job-related. For example, questions related to disabilities, medical conditions, marital status, planned pregnancies, number or age of children are inappropriate. Pre-employment medical examinations or immunizations may be required, unless waived by the Central Office's Director for Human Resources.

Reference Checks

Satisfactory reference checks are a condition of employment. The Director for Human Resources is responsible for verification of the applicant's educational and employment background and credentials. Prior to making an offer, the Director for Human Resources will ensure at least two of the applicant's work related references have been uploaded in the Ogeechee Technical College Online Job Center, one of which should be the current supervisor or previous supervisor whenever possible.

Background Checks

A thorough background investigation, including a criminal history records check, shall be conducted on the recommended candidate for any full-time or part-time position after a contingent offer is finalized.

All applicants, including employees of other state agencies and the University System of Georgia or individuals who were previously employed with the TCSG System Office or an associated technical college, will be subject to a background investigation which may include the investigation, review, and/or verification of the following information: criminal history; employment history; education history; military service history; driver's license history/records; credit history; and/or an employment application.

All employees will be required to report all convictions (including those that may have been pardoned), pending charges, as well as traffic violations (i.e., moving violations) for which a fine of \$35.00 or more was assessed/imposed on the State of Georgia Security Questionnaire/Loyalty Oath.

Candidates for positions with Minimum Qualifications which require certification as a peace officer through the Georgia Peace Officer Standards and Training (P.O.S.T.)

Council shall complete a TCSG Pre-Employment Questionnaire as part of the background investigation.

Written statements made by an applicant/current employee on applicable System Office/technical college forms/hiring documents (e.g., employment application, State of Georgia Security Questionnaire/Loyalty Oath, etc.) will be deemed to have been made under oath as provided in state law. Falsification or misrepresentation of information including, but not limited to, criminal history information and educational achievement (e.g., degree[s] obtained), may result in the withdrawal of an employment offer or, if already employed, dismissal. Current employees pursuing advancement opportunities or other position(s) who falsify employment related documents/forms shall be subject to disciplinary action up to and including dismissal from employment.

All applicants are given a contingent offer of employment. Once the applicant agrees to the contingent offer, then a formal background check is conducted.

All current Department/technical college employees are subject to a criminal history records investigation prior to any promotion, change in employment status from part-time to full-time, movement/lateral transfer to a position deemed sensitive given the nature and scope of the individual's newly assigned duties, or for any other legitimate business reason as determined by the Department/technical college.

An applicant's/employees criminal history records check shall be considered valid for a period of sixty (60) days from the date of the final report. If the recommended candidate is not hired within the sixty (60) day period, this activity must be repeated if he/she subsequently applies for another position or is later considered for the same position.

If the background check is not satisfactory, the candidate will be given a Pre-Adverse Letter and given a copy of the background check to determine if there are any discrepancies in the report. The candidate will have 10 (ten) days to respond in writing to dispute the findings or submit documentation showing the disposition of any findings.

The President may recommend the employment of an applicant possessing one or more misdemeanor conviction(s) and/or plea(s) of nolo contendere.

Any recommendation to employ an applicant with one or more prior felony conviction(s) must be made in writing to the Commissioner. The request must include a synopsis of the applicant's past criminal history, the accompanying rationale, and a copy of the completed State Security Questionnaire/Loyalty Oath. No hiring decision in this situation can be finalized until the Commissioner and/or his/her designee has authorized the appointment in writing.

If a potential employee has a criminal record, Ogeechee Technical College reserves the right to not make an employment offer.

The background investigation checks shall be initiated by the College at the appropriate time, and the fee for such shall be paid by the College.

Use and Handling of Criminal Record Information

Criminal record and other background check information shall be used by the College and its officials and employees only for the purposes of determining whether to grant regular employment, and in any administrative or judicial proceeding calling such employment into question, shall be stored, restricted and disposed of in such manner as may be required by federal or state authorities.

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

Employees who receive and review criminal records background information must sign a Georgia Crime Information Center Awareness Statement. This statement must be in the employee's personnel file.

Credit Checks

The credit history of a recommended candidate may be investigated when the duties of the position to be filled include responsibility for handling money or, when appropriate for those positions charged with overseeing such activities. A credit history will also be investigated for any applicant hired for a position requiring the incumbent to be issued a Purchasing Card (i.e., P-Card). Both the criminal background check and the credit history check are a condition of employment for the incumbent of a position whose responsibilities include the use of a P-Card in the performance of his/her assigned duties.

Verifying Employment Eligibility

The Immigration Reform and Control Act requires the Department to verify the identity and employment eligibility of new employees. It is unlawful to knowingly hire or recruit an alien unauthorized to work in the United States or any individual without complying with these identity and employment eligibility verification requirements.

The College uses the I-9, Employment Eligibility Verification form, for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment

eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9.

Offers of Employment

Several approvals are required before making an offer of employment. Offers of employment are conditional upon completion and review of a signed employment application, satisfactory reference checks, execution of the State's loyalty oath and, where required and approved by the Director for Human Resources, certification of the employee's medical and physical exams form. A completed Faculty Credentials Packet should also be approved if this is an instructional position. All offers of employment should be confirmed in writing, by the President, and should be accepted in writing.

State Security Questionnaire

All persons who are placed on the payroll or who receive wages, per diem or salary shall complete a State Security Questionnaire as required by O.C.G.A. § 45-3-11 and the Sedition and Subversive Activities Act of 1953. (Ga. Laws, 1953) In these instances where employees or applicants undergo a criminal record background check or motor vehicle records check, the employer shall, upon receipt of such records, cross check it with the employee's completed State Security Questionnaire to verify the accuracy and completeness of information provided by the employee. When discrepancies or convictions are discovered, the employer shall promptly notify the Director for Human Resources for further guidance. Misrepresentation on the State Security Questionnaire or other application materials is grounds for termination.

Driver's License

The recommended candidate for any full-time or part-time position who may be required to drive a state, rental, or personal vehicle on State of Georgia business shall, as a condition of employment, have their driving history records (MVR) reviewed to ensure consistency with the driving standards referenced in the Ogeechee Technical College Procedure 3.3.2p1. Use of College Vehicles.

VII. RECORD RETENTION

The Director for Human Resources must retain all records of the search and selection process for a period of three years. It is the responsibility of the Interview Committee Chair to ensure that these records are complete. All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.