

Rock Valley College

Job Posting and Hiring Procedure

RVC Administrative Procedure (3:20.010)

Rock Valley College is an equal opportunity employer and strives to employ highly qualified and diverse candidates for open positions. The College prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, or any other characteristic protected by law.

Job Postings for Vacant Positions

The College shall post vacancies for regular full-time and part-time positions after such a vacancy is approved by the Human Resources Department. Job postings will be consistently advertised internally and externally to ensure that current employees, as well as other interested individuals, have access to employment opportunities within the College. The job postings shall provide a uniform process by which individuals received information concerning vacant positions within the College.

Job postings shall be advertised on the College's website and distributed to other designated areas, both electronic and physical locations, whenever practicable. The College via the Human Resources Department, shall send an initial notification of vacancies to current employees via the RVC Daily News.

The College shall post all job postings for a minimum of five (5) calendar days. A job posting shall remain posted until the position is filled, unless the job posting includes a specific closing date. Each job posting shall contain the following information:

- Job title
- Department/area
- Employee status
- Grade
- Salary range of the position
- Classification
- Posted and closing date (if applicable)
- Application process
- Reporting responsibilities
- A brief summary of the position

The Human Resources Department shall lead all recruitment and hiring processes. Additionally, HR will execute a hiring checklist for each vacant position, consistent with the College's equal opportunity objective and intent to employ highly qualified candidates. This checklist will outline Human Resource's increased role by having an HR representative on every hiring panel, coordinating the process, enacting employment verifications, and contacting all references.

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Exceptions

At times, there are personnel-related matters, or extenuating circumstances, requiring the Human Resources Department to fill a vacancy without posting the position, such as instances of organizational restructuring; critical operational needs; consultant assignment; and temporary assignment. The College President, Chief Operating Officer and Executive Director of Human Resources maintain the discretion to fill a vacancy without posting the vacant position, under these extenuating circumstances. Any said extenuating circumstances must be justified in writing.

Notification of a Qualified Candidate

The Administration may notify the Human Resources Department at any stage during the hiring process if the Administration has identified a qualified candidate to fill the position, provided the position has been posted for the requisite five (5) calendar day period.

Reference: Board Report #6328

Implemented: March 24, 2009

Revised: May 15, 2019