5.15 – Recruitment and Appointment

Last Revised: February 2012

Policy: Piedmont Community College (PCC) will strive to recruit and appoint qualified applicants for vacant positions. The College will have a systematic recruitment/appointment process.

The College is committed to the principle of equal employment opportunity/affirmative action and will not discriminate on the basis of race, color, religion, sex, national origin, age, or disability with regards to its applicants.

Purpose/Definitions: N/A

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The President has monitoring authority for this policy.

Procedure: Once it has been determined that a vacancy exists or that a new position has been approved by the President, the immediate supervisor has the primary responsibility for initiating the employment process. The immediate supervisor completes the “Personnel Requisition” (Exhibit A) located on the T Drive under Personnel Forms, which is then forwarded through the chain of command which ends with the President. (i.e., the appropriate vice president signs and forwards the requisition to the Vice President, Administrative Services for verification that funds are available. The requisition is then forwarded to the President for approval.) Upon approval of the President the requisition is returned to the Human Resources Office for use in processing advertisements in specified newspapers and/or appropriate publications.

All PCC vacancies are advertised in The Courier-Times (Roxboro, NC), The Caswell Messenger (Yanceyville, NC), posted on the PCC website, the website for the North Carolina Division of Workforce Solutions (formerly the Employment Security Commission), and the North Carolina Community College System website (if applicable-instructional positions or those that require a degree). An email is sent out to All PCC Users with a copy of the position announcement. The immediate supervisor may recommend additional newspapers or other publications where the position vacancy needs to be advertised. All position announcements and advertisements for positions state that Piedmont Community College is an Equal Opportunity/Affirmative Action Employer.

Unless otherwise stated in the advertisement, an applicant must submit the following materials in order to be considered for a position: Piedmont Community College Application for Employment, a current resume, an explanatory cover letter and an unofficial transcript documenting the educational requirement and date degree conferred.

When unsolicited applicant materials are received, the Human Resources Office will respond to the applicant indicating the items needed for a complete applicant package. Applicants are also notified that their materials will be retained in a file for two years. Once their package is complete, they may submit a written request to have their materials pulled and considered for a future vacancy.

When applications are received as the result of an advertised position, the Human Resources Office will respond with a letter indicating any additional material needed and enclose a position announcement for the position. Applicant packages lacking required materials must be completed and materials must
be postmarked by the deadline in order to be considered and forwarded to the interview committee. PCC follows the State and Federal guidelines pertaining to Veteran applicants (PCC Policy 5.32 Veterans Preference).

After the closing deadline as determined by the Human Resources Office, the applicant packages are reviewed by the Human Resources Office to ensure that all required materials are included. The appropriate vice president establishes an interview committee and reviews it with the Manager, Human Resources. The appropriate vice president or designee will serve as the interview committee chairperson. The applicant packages and the “Interview Process Guidelines” (Exhibit B) will be forwarded to the appropriate vice president for distributing to the interview committee chairperson. The interview committee must consist of the vice president or designee, the immediate supervisor to whom the position reports, the Manager, Human Resources or designee (as a non-voting member) and an individual outside the vice president’s area. The appropriate vice president may also request others to serve on the interview committee. Each interview committee member will have the opportunity to review all materials submitted by applicants and rank them in order by qualifications. It is recommended that the chairperson schedule a meeting with the interview committee members to review all applicant packages at the same time. The qualified applicants selected by the interview committee will be submitted by the interview committee chairperson on the “Selection Process” (Exhibit C) form to the personnel office so interviews may be scheduled. If the committee chairperson is the Vice President’s designee; the appropriate vice president must approve the “Selection Process” form. If possible, a minimum of three applicants per position should be interviewed. Applicants not selected for interview will be notified that their materials will be retained in a file for two years.

The interview committee chairperson in conjunction with the interview committee members will compile a list of questions to be asked of each applicant. Interview questions must be sent electronically to the Manager, Human Resources for electronic filing and for reviewing to ensure that all questions are appropriate and meet legal requirements. The interview committee chairperson will be notified with approval or suggested changes. Once this process is completed, the interview committee chairperson will make copies of the interview questions for distribution to the interview committee members prior to the interview.

After the final applicant has been interviewed, the interview committee members will rank the applicants by preference based on the applicant’s interview. The interview committee chairperson is responsible to ensure that references are verbally checked for the top candidate and followed-up by using the “PCC Reference Check” (Exhibit D) form located on the T Drive under Personnel Forms.

After the reference check process is completed, the interview committee chairperson will send the interview committee’s recommendation to the appropriate vice president for approval and then the vice president will forward the recommendation to the Manager, Human Resources who will share the recommendation with the President to get verbal approval to make the selected applicant an offer of employment.

Upon approval from the President, an offer is made. If the offer is accepted, the other applicants who interviewed will be notified in writing that the position has been filled and that their materials will be retained in a file for two years.

If the recommendation is not approved by the President, the interview committee’s alternate candidate may be offered the position or the position will be re-advertised.
The Manager, Human Resources completes the “Full-Time Employment Recommendation” (Exhibit E) form and forwards it, along with the successful candidate’s applicant package, to the immediate supervisor, appropriate vice president, Vice President, Administrative Services for budgetary control and affirmative action and to the President for written approval.

After the President’s written approval is secured, the packet is forwarded to the Director, Personnel/Payroll to prepare the appropriate faculty or staff employment contract. Once this is completed, the employment contract will be returned to the appropriate vice president for the required signatures. The Director, Personnel/Payroll will place the original of all required applicant materials in the employee’s personnel file once all signatures have been obtained.

When the successful candidate joins the PCC team, the College provides an individual orientation session according to the “New Full-Time Employee Orientation Checklist” (Exhibit F) for new full-time faculty and staff with the Director, Personnel/Payroll, which covers employee benefits. The appropriate supervisor uses the “Supervisor’s Orientation Checklist” (Exhibit F) provided by the Director, Personnel/Payroll, which covers job-related responsibilities.

Legal Citation: Civil Rights Act of 1964; GS 128-15


Procedural Revisions: February 2012