

### **1.3 Affirmative Action**

In cooperation with the office of the President, the Affirmative Action Officer has major responsibility for monitoring the effectiveness of the Equal Opportunity - Affirmative Action policies of Southern West Virginia Community and Technical College (the “College”) and ensuring compliance with these provisions. To accomplish equal opportunity employment at the College, the following recruitment, selection, hiring and personnel policies and practices shall be adhered to by all employing units.

#### **1.3.1 Recruitment and Selection**

1. All position vacancies will be reviewed and evaluated by the Human Resources Office and approved by the President's Office prior to recruitment. Affirmative Action Goals and Timetables will be reviewed prior to advertisement.
2. All recruitment literature, letters and position announcements will carry clear statements of the Equal Opportunity Policy and will be distributed to recognized sources of minority groups and women applicants.
3. Job announcements proclaiming the College as an "Equal Opportunity Employer /Affirmative Action Employer" will be placed in professional journals, newspapers and other media without regard to race, color, age, religion, sex, national origin, or disability specification in listings.
4. Letters of confirmation will be acquired from recruitment sources, i.e., private and public employment agencies, stating that applicants are referred to the College without regard to race, color, age, religion, sex, national origin, or disability.
5. The Human Resources Office will place all advertisements. Advertisements will stipulate a closing date which allows interested persons adequate time to apply, or state that applications for the vacancy will be accepted until the position is filled. The advertisement must state the minimum requirements for the position and inform applicants of the process by which they may apply.
6. All recruitment literature and announcements covering job openings will be advertised locally in area newspapers and posted with the Workforce WV.
7. The technical and management positions will be advertised in newspapers outside the College's service area. In addition, administrative and difficult to fill faculty positions will be advertised nationally (i.e., trade publications or professional journals).
8. For in-house postings, the Chief Human Resources Officer (the “CHRO”) will post position announcements covering all position vacancies for a minimum of five work days for the benefit of the College employees seeking promotional and transfer

opportunities. Current employees who meet minimum qualifications will be given preference over applicants from outside. If the position is filled from within, no advertisement will be placed in the press.

9. Selection decisions will be made and position openings for staff positions will be filled no sooner than seven (7) work days after the opening has been listed on the job announcement bulletin board. Where external and extensive recruitment is involved, a reasonable closing date for the receipt of applications must be determined by the CHRO.
10. Management personnel responsible for recruitment are urged to seek assistance of current minority and women staff members in the pursuit of minority and female applicants.
11. Any resumes or applications received by management personnel or others are to be forwarded to the Human Resources Office. All resumes and employment applications are to be properly accepted, recorded, and responded to by Human Resources.
12. Any prospective candidates recruited directly by the employing supervisors must be referred to the Human Resources Office for the appropriate pre-employment evaluations.

### **1.3.2 Screening, Selection, and Interviewing**

#### **1.3.2(A) The Screening Committee**

1. A screening committee will be used to recommend candidates for interview. The screening committee will be selected by the CHRO or her/his designee.
2. Whenever possible, the CHRO or her/his designee will pre-screen applications to determine those that meet the minimum qualification for the position.
3. Every attempt will be made to obtain screening committees made up of persons who have legitimate interests in the position being filled. For example, in the selection of a faculty member, it is important to include on the search committee a number of persons in the discipline subject area. Persons outside the discipline will be included on the committee to the extent that is appropriate.
4. The hiring supervisor will participate on the screening committee to provide technical, job specific, or other information to the committee. If the committee votes in order to nominate finalists, the supervisor shall be included in the voting.
5. Other constituencies may be added to screening committees as needed and appointed by the President (i.e. community representatives, additional faculty and staff, etc.).
6. The President or her/his designee will serve as Screening Committee Chairperson for chief unit administrator (cabinet level) searches.

7. Listed below is the recommended structure of screening committees. Appointments will include members representing at least three of the four campus locations.

**Administrative, Managerial, or Professional Vacancy  
(Non-Classified)**

Chief Administrator appointed by President

2-3 persons appointed by President or her/his designee from peers  
and/or college community

1 Faculty member

1 Non-classified Staff member

1 Classified Staff member

Other constituencies as needed (i.e. community members, Board of  
Governors members, additional faculty and staff, etc.)

**Faculty Vacancy:**

Academic Dean (from Division where vacancy exists)

3-4 Faculty from same discipline or division

1 Faculty member at large

1 Non-Classified Staff member

1 Classified Staff member

**Classified Staff Vacancy:**

Immediate Supervisor

3-4 Classified Staff with legitimate interest and/or subject matter  
speciality

1 Faculty member

1 Non-Classified Staff member

1 Classified Staff member

**1.3.2(B) The Screening Process**

1. The CHRO or her/his designee will convene the first screening committee meeting to deliver the committee's charge and to provide explanation of the process about to be undertaken.
2. The CHRO or her/his designee, will assist the committee in selection of a committee Chairperson. The Chairperson is responsible for following policy, coordinating the application evaluation process, assuring all document and forms are completed and signed by all committee members, and ensuring all folders, applications, resumes, cover letters, transcripts, notes, etc. are given to the hiring supervisor.
3. The screening committee has the responsibility of evaluating applications for the position utilizing the specific requirements of the job announcement. If additional information is needed for screening purposes, the committee refers to the job description provided by Human Resources. When relatively equally qualified women or minority applicants are available, they will be given priority if the institution has determined that women and minorities are underutilized in that job class.

4. A final Narrative Screening Committee Report signed by each member of the screening committee shall be submitted to the hiring supervisor with all applications received. The report shall contain the committee's recommendation of qualified applicants to be interviewed by the supervisor. The screening committee will recommend 2 to 3 names to the hiring supervisor. A detailed reason why the candidates were selected for interview must be included on the form.
5. When relatively equally qualified women or minority applicants are available, they will be given priority.
6. Records of selection decisions and actions will be kept a minimum of two years by the Human Resources Department.

### **1.3.2(C) Interviewing and Hiring**

1. The hiring supervisor will interview the candidates recommended by the screening committee. The hiring supervisor has the option to ask the screening committee to participate in the interviews. No offers of employment will be extended by the hiring supervisor.
2. The supervisor will recommend the top candidates to the chief unit administrator for his/her respective area. If the applicant referred by the supervisor proves unsuitable, the chief unit administrator may request to review the applications of other qualified candidates from the application pool.

If additional applicants are not available, or also prove unsuitable, the supervisor and/or chief unit administrator may initiate a new search. If approved, a new "Request to Advertise for Personnel" must be completed, approved, and submitted to Human Resources.

3. The chief unit administrator has the option to either interview the candidates, or to review the screening committee's report, interview assessment of the supervisor, reference evaluations, etc. and recommend the candidate of choice to the President. The recommendation will be made using a "Request for Personnel Action" form.
4. Prior to the employment offer being made, the President may choose to meet with the candidate of choice. If the recommended candidates prove unsuitable, the President may initiate a new search.
5. Upon the President's approval of the Request for Personnel Action, Human Resources will contact the candidate and make the offer for employment. Offers for employment may only be made by a representative of Human Resources.

### **1.3.3 Pre-Employment Testing**

1. Standardized and college job-related tests may be administered by the Human Resources Office to provide an indication of an applicant's potential. Test scores serve as only one component of the total selection assessment process.

2. Pre-employment testing, when applicable, will be administered for applicants who have been selected for interview by the screening committee.
3. Tests shall be administered only by the Human Resources Office to ensure that the scores and other indices are professionally interpreted and applied in accordance with legal requirements. No pre-employment test may be given by any other unit of the College.
4. Any minimum test score requirements are specified in the job description. There shall be no passing or failing grades assigned on any pre-employment test unless scores are specified in the job description.

#### 1.3.4 Reference Evaluation

1. Oral, written, or telephone reference checks concerning an applicant shall be made with former employers, schools, and others before recommendation of a candidate is made to the chief unit administrator for approval. Reference evaluations must be done prior to making an offer of employment. Reference evaluations are conducted by the hiring supervisor. The supervisor may request technical assistance in conducting reference evaluations from the Human Resources Office. Reference evaluations are to be documented in writing and submitted to the Human Resources Office with the Narrative Screening Committee Report.
2. References can be checked before or after the interviews take place. A reference evaluation must be conducted on the candidate of choice.

#### 1.3.5 Placement, Referrals, and Selection Standards

1. Referrals must be forwarded to the Human Resources Office for assessment. Human Resources will consider referrals based on individual ability, background, experience, and the extent to which the person meets the specific requirements of the job.
2. The Human Resources Office shall use a qualitative and quantitative assessment approach in evaluating applicants. No single evaluative factor can be decisive in determining the suitability of candidates for referral to employing College supervisors.
3. All selection and promotion decisions shall be based solely upon an individual's qualifications for the position and/or West Virginia Code §18B-7-1(d).
4. Selection standards for the recruitment and selection of faculty shall include, but not be limited to, educational attainment, scholarly achievements, experience, leadership and management ability where appropriate, technological ability and other related criteria.
5. Selection qualifications for classified positions shall be established in the appropriate job announcement and the job description for each position. Job descriptions shall be reviewed prior to advertising a vacant position and/or annually for all positions.

6. When an offer of employment is made and two or more candidates possess relatively equal qualifications, the person who will contribute most to achieving Affirmative Action objectives will be hired.

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