

70203 Vacancies, Applications, Selection Procedures

Open classified positions may be advertised internally and externally when needed. External advertising will be conducted in a manner intended to reach a diverse pool of qualified candidates.

The President is authorized to permit the transfer of employees to open positions without advertising internally or externally.

Each applicant must submit an application for consideration. To be eligible for employment, the applicant must meet the minimum qualifications established for the position.

Employees are not permitted to report to individuals with whom they are related or have close relationships. See College Procedures Memorandum (PM) VI-11 for the definitions of "Familial Relationship" and "Close Relationship", and associated procedures to be followed when employees are related or in close relationships.

The most qualified candidate will fill positions. Selection shall be based on applicant knowledge, skills, abilities, previous experience, and any other factors deemed relevant under the circumstances. All job offers are contingent upon successful background and reference checks.

Human Resources will monitor all aspects of the selection process to ensure all College processes are followed and compliance requirements are met.

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