	ADMINISTRATIVE REGULATION AND

Title: AUTHORIZATION TO FILL VACANT FULL-TIME POSITIONS	Code: CC0101

Policy Reference: C0503-2, Employee Recruitment, Hiring and Training

Requests to fill department staffing vacancies are made by request through the College's applicant tracking system.

1.   When a supervisor desires to fill a vacant, full-time position (either faculty or staff) s/he should complete an electronic Position Requisition Form through the Human Resources applicant tracking system.

2.   The request is reviewed in the following order:
●   Division Supervisor (Division Vice President)
●   Executive Vice President (if required)
●   Budgeting and Finance Office
●   Vice President of Human Resources
●   College President (if required)
●   Talent Acquisition Partner that is assigned to recruitment

3.   System notifications are sent to each assigned approver. Once all the approvers have approved their requisition through the applicant tracking system, a final notification is sent to Talent Acquisition.

4.   Talent Acquisition will approve the requisition. A notification of approval is also sent by the applicant tracking system to the hiring manager.

4. The Talent Acquisition Partner will contact the hiring manager for a recruitment meeting and discuss the next steps of the recruiting process. Hiring managers will need to provide the following:
●   Posting Specific Details (Work hours, Flexible Work Arrangement eligibility)
●   Interview Committee members, individuals must be a diverse group based on gender and ethnicity.
●   Interview Questions
●   Interview Dates

5. After the meeting has been conducted and all posting details and associated recruitment tasks have been completed, the position will be posted.

Office of Responsibility: Human Resources
Last Reviewed: Sep-2022