

Procedure: 4.1.1p1. (III.B)

Recruitment

Revised: July 20, 2016; July 12, 2004; August 25, 2003
Last Reviewed: November 1, 2016
Adopted: September 28, 2001



I. PURPOSE:

The Technical College System on Georgia [TCSG] provides equal employment opportunity with respect to all employment practices, including recruitment, and administers these practices without regard to race, color, creed, national or ethnic origin, gender, religion, disability age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The TCSG is committed to efforts to maintain a qualified work force reflecting the diverse community it serves/represents. Therefore, in an effort to ensure effective recruitment practices; to provide equal employment opportunity; and, to provide promotional and leadership opportunities for current employees, the recruitment guidelines outlined in this procedure shall be followed by all associated work units and technical colleges.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties
State Board Policy 2.1.1. - Statement of Equal Opportunity
State Board Rule 6 – Recruiting, Interviewing and Hiring
TCSG Procedure 4.1.4p. – Categories of Employment
TCSG Procedure 4.1.9p. - Background Investigations

III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Demotion: Movement to a position in a job with a lower pay grade (salary range), rank, or classification (e.g., a position with less responsibility).

Immediate Supervisor: A supervisor charged with the responsibility for developing performance plans/expectations and who coaches, develops, and assesses the performance of subordinate employee(s).

Job Announcement: a statement of advertisement that a position is to be filled.

Lateral Transfer: for purposes of this procedure, movement to a position in the same job with comparable duties and responsibilities and a comparable salary range.

Recruitment: the component of the hiring process that notified potential candidates about job availability and career opportunities.

Reviewing Manager: a manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

TCSG Work Unit: the TCSG System Office, Quick Start Headquarters, Quick Start Regional Offices or training centers, or an associated technical college.

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. General Provisions:

1. With the exception of positions referenced in Paragraph VI.B., all vacant full- and part-time salaried positions, adjunct faculty, and those categories of hourly-paid, part-time positions encompassing an indefinite period of employment (as referenced in the Categories of Employment Procedure) must be announced/posted.
2. A continuous recruitment effort is permissible for jobs with an ongoing need to fill vacancies (e.g., jobs with high turnover).
3. As provided in Paragraph VI.B.1.c., an employee may be reassigned to a vacant position in the same TCSG work unit when the reassignment is considered a lateral transfer or a voluntary demotion and is necessary for legitimate business purposes. In all such instances, the employee must meet the Minimum Qualifications of the position/job to which assigned and the movement must be accomplished without an increase in pay.
4. The minimum announcement period is five (5) business days.
5. A vacant position may be made available to prospective candidates only within the TCSG work unit housing the position; in all TCSG work units; or, to all interested candidates, within TCSG and/or externally.
6. As provided in the TCSG Procedure governing Background Investigations, the requirement that the selected candidate for employment in any full- or part-time TCSG position must successfully complete a criminal history records check as a condition of employment (and, as applicable, any other identified supplemental, post-offer screening/testing/examination or record check requirement) is not impacted by an exception to the recruitment processes referenced in Paragraph VI.B.

B. Exceptions to Normal Recruiting Procedures:

1. Employment actions that are exempt from normal recruiting procedures include, but are not limited to:
 - a. a temporary, time-limited appointment to an hourly-paid position in Temporary Categories 1 – 6. A TCSG work unit may, at its discretion, elect to post position vacancies in these employment categories in a manner consistent with the provisions of this procedure.
 - b. a direct appointment by the Commissioner. In limited instances, the Commissioner may direct appoint an individual to a position. A technical college President may request a direct appointment of an individual to a position; such request must be directed to the TCSG Director of Human Resources for review and must include an explanation of the business reasons supporting an exemption from normal recruiting procedures; no

individual may be direct appointed unless approved in writing by the Commissioner or designee.

- c. reassignment of an employee when the action is in the best interests of the TCSG work unit and based on legitimate business needs such as an effort to avoid a reduction-in-force. In all such instances, the reassignment must be considered a lateral transfer or a voluntary demotion; the employee must meet established Minimum Qualifications of the position to which assigned; and, the movement must be accomplished without an increase in pay.
- d. when a pool of qualified candidates was assembled for another vacancy within the same job class and in the same work unit within the past sixty (60) days, a selection may be made from the pool of remaining candidates in lieu of advertising the current vacancy.
- e. when necessary to accommodate an otherwise qualified employee with a disability through a reasonable accommodation provided he/she can perform the essential functions of the assigned position and meets the established Minimum Qualifications.
- f. in response to an emergency staffing situation including, but not limited to:
 1. the appointment of an hourly-paid employee to temporarily perform the duties of a vacant full- or part-time salaried position; or,
 2. the appointment of an adjunct to teach one or more courses when a full-time instructional position remains unfilled at the beginning of an academic term or when necessary to complete the remainder of an academic term when a vacancy occurs in a full-time instructor position after the academic term has begun.

Any such appointment is considered temporary while efforts are made to fill the full- or part-time salaried position and should not exceed three (3) months or, as applicable, the end of the academic term.
- g. Any other unique circumstance not covered by the provisions above, provided approval is first obtained from the TCSG General Counsel or the TCSG Director of Human Resources.

C. Job Announcements:

1. Prior to advertising a vacant position, the immediate supervisor and/or reviewing manager must ensure that the position is properly budgeted and should review the job description and assigned duties and responsibilities outlined in performance plan or the most recent performance appraisal of the previous incumbent to ensure that the position remains properly classified.
2. Each work unit will determine how the position should be advertised/announced based on factors including the level of responsibility, the critical nature of the position to the organization, the unique qualification requirements, the effectiveness of previous recruitment efforts in filling this position or similar positions, the frequency of turnover, and efforts to create a diverse applicant pool of qualified candidates.
3. To expand the search for qualified candidates, the work unit may choose to advertise the vacancy in specialized publications, on available professional organization websites, or, as appropriate, social media platforms.

4. The vacancy announcement may also be sent to State agencies such as the Georgia Department of Labor and local community organizations or groups to further efforts to attract an applicant pool of qualified and diverse candidates and/or in response to hiring goals addressed in the System Office or, as applicable, a technical college Affirmative Action Plan.

5. Each job announcement should minimally contain the following information:

- a. a brief description of the position's primary duties and responsibilities;
- b. the established starting salary or hourly rate of pay or targeted salary/entry salary range;
- c. the application deadline, if any;
- d. notice of the TCSG Statement of Equal Opportunity and a statement/information identifying a contact person re: an applicant's need for assistance/accommodation in the application/interview process;
- e. the scope of the recruitment efforts, i.e., only within the TCSG work unit housing the position, in all TCSG work units, or all interested candidates;
- f. a notice that references will be checked;
- g. a notice that all required education credentials, license, certification and/or registration must be submitted prior to beginning employment;
- h. a notice that the position is either full- or part-time or temporary; with or without benefits: and, the method of compensation, e.g., salaried, hourly paid, etc.
- i. minimum and preferred qualifications; and
- j. a notice of all post-offer requirements following a conditional offer of employment to include a criminal history records check and, as applicable, pre-employment/random drug testing, a credit history check, a fingerprint records check, and a motor vehicle records check,

NOTE: a full-time P.O.S.T., certified campus police officer position must also successfully complete a State of Georgia mandated medical examination and psychological screening if the latter activity is included in a technical college's written selection process for these positions. Additionally, candidates for all full- and part-time campus police officer positions requiring P.O.S.T. certification must complete a TCSG Pre-Employment Questionnaire as pre-offer activity as provided in the TCSG Procedure governing Background Investigations.

VII. Records Retention

All employment related documents collected pursuant to this procedure shall be maintained in a manner consistent with the Georgia Archive's Retention Schedule for State Government Paper and Electronic Records.