GUIDELINES:
4.1.1p1. Interviewing and Hiring Full-Time Faculty and Staff

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Adopted: Adopted April 18, 2007

FULL-TIME POSITIONS
1. The Dean/Director of a department will notify the Director for Human Resources of an available full-time position.
2. The Director for Human Resources will create a position announcement with the appropriate minimum and preferred qualifications. If a faculty position, the Vice President for Academic Affairs will approve the position announcement based on appropriate faculty credentials. Once approved, the position announcement will be sent to the Vice President for Institutional Effectiveness for review and final approval.
3. The Director for Human Resources will upload the position announcement and other associated position information (pre-screening questions, screening questions, interview questions, and interview committee members) into the Ogeechee Technical College Online Job Center.
4. Once the position has been initiated by the Director for Human Resources, the Job Requisition must be approved by the Vice President of the division, the Vice President for Administration, and the President.
5. Once the Job Requisition has been approved by the President, the Director for Human Resources will post the position to the Ogeechee Technical College Online Job Center and the Workforce Georgia Portal for recruitment.
6. The Director for Human Resources will screen the applications to determine if they meet the minimum qualifications for the position.
7. A list of those who meet the minimum qualifications will be forwarded to the Interview Committee Chair and committee members.
8. The Interview Committee Chair and Interview Committee will screen the applications to determine if they meet any of the preferred qualifications, if applicable.
9. The Interview Committee Chair will notify the Director for Human Resources to schedule the interviews with the selected candidates.
   NOTE: Only those who have submitted all required documentation will be eligible for an interview.
10. The Director for Human Resources will ensure all candidates have been screened according to the minimum and preferred qualifications for the position.
11. The Interview Committee Chair will notify the Director for Human Resources of a date, time, and a list of candidates to be interviewed.
12. The Director for Human Resources will schedule all interviews for the position and confirm the interview schedule with the Interview Committee Chair.

13. The Interview Committee Chair should assemble the interview team prior to the first interview and distribute the interview rating forms.
14. Prior to each interview, the Interview Committee Chair should leave the interview room and introduce self to interviewee and explain the process of the interview.
15. The Interview Committee Chair will bring the interviewee into the interview room and introduce interviewee to the committee members.
16. The Interview Committee will ask the interview questions.
17. Upon completion of interview, the Chair will explain the post-interview process and expected time of position selection. The interviewee is given the opportunity to ask any questions.
18. Upon completion of the interview ranking, the team reviews the next interviewee resume and application and then the Interview Committee Chair brings interviewee into interview room. Repeat steps until all have been interviewed.
19. At the conclusion of each interview, committee members should rank interviews without discussion until all committee members have completed their rankings. This is done to ensure fairness to all applicants and impartiality.
20. Upon completion of all interviews, the Interview Committee Chair should total rankings and the committee should discuss the strengths and weaknesses of interviewees. The committee should decide if the top scoring candidate is the best prospective candidate for the position. The committee should come to a consensus and agree on a top ranked candidate.
21. The Interview Committee will recommend the top ranked candidate to the Director for Human Resources.
22. The Interview Committee Chair will provide the Director for Human Resources a recommended list of candidates following the completion of the interviews.
23. The Director for Human Resources will print the candidate's résumé, unofficial transcripts, and/or certifications from the Ogeechee Technical College Online Job Center to start the hiring process.
24. The Director for Human Resources will submit the recommendation for hire to the President for approval to make a contingent offer and to the Vice President for Administration for salary approval.
25. The President will either approve or not recommend we make a contingent offer to the top-ranked candidate.
26. The President will contact the Director for Human Resources and If the President does not recommend the top-ranked candidate, the Director for Human Resources will contact the Vice President to determine a new candidate for the position or conduct additional interviews.
27. The Director for Human Resources will notify the Dean/Director of the department and Vice President of the division once the President has approved the candidate to be hired.
28. The Director for Human Resources will contact the candidate to make a contingent offer.
29. If the candidate accepts the contingent offer, the Director for Human Resources will conduct a background check on the candidate.

30. If the candidate receives a satisfactory background check, they will be contacted to complete Human Resource paperwork and have the candidate submit official transcripts, and professional licensure and/or certifications.