



PERSONNEL EMPLOYMENT PROCEDURES

ACC Procedure 3.1.2.1

January 2023

Table of Contents

Introduction 3

ACC Policies and Procedures..... 3

Employee Promotion 3

Hiring Process Overview 3

Timetable 4

Requesting a New Position 5

Posting a Position in NEOED: Creating Job Requisition and Securing Approvals 5

Employee Recruitment 8

Screening Committees: First-Level Interviews..... 9

Hiring Manager, VP, and/or President: Second-Level Interviews..... 11

Detailed Hiring Process 11

Human Resources Office Contacts..... 13

Introduction

Alamance Community College provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation, or status as a covered veteran in accordance with all applicable federal, state, and local laws.

The purpose of ACC's *Personnel Employment Procedures* is to clarify the processes for recruiting and hiring personnel.

ACC Policies and Procedures

All employees should be familiar with the following employment-related policies and procedures. Policies and procedures are posted on the College website at

<https://www.alamancecc.edu/policies/>

Policy 3.1.1 – Equal Employment Opportunity

Policy 3.1.2 – Employment

Procedure 3.1.2.1 – Employment Procedures (*this document*)

Procedure 3.1.2.2 – Employee Promotion (*in development*)

Policy 3.1.3 – Employment Classifications and Working Hours

Procedure 3.1.3.1 – Full-Time Faculty Working Hours and Workload

Procedure 3.1.3.2 – Part-Time Faculty Working Hours and Workload

Procedure 3.1.3.3 – Full and Part-Time Staff Working Hours

Policy 3.1.5 – Re-employment of Retired Persons

Policy 3.1.6 – Employment of Relatives

Policy 3.1.7 – Salary Plan

Procedure 3.1.7.1 – Salary Plans

Policy 3.1.9 – President – Hiring and Duties

Employee Promotion

ACC is developing a procedure that presents guidelines and processes for promoting employees from within the College. Upon President's Cabinet approval, it will be located in the ACC Policy and Procedure Manual as Procedure 3.1.2.2.

Hiring Process Overview

1. Creating position requisition in NEOED.
2. Approving position requisition in NEOED.
3. Posting the job.
4. Collecting applications.
5. Forming Screening Committee.
6. Evaluating applications and selecting candidates for interviews.
7. Conducting first-round interviews.
8. Recommending applicants for second-level interview.

9. Conducting second-level interviews.
10. Selecting the finalist and conducting reference checks.
11. Calculating salary offer and receiving approvals.
12. Making the offer.
13. Sending offer letter and contract to new employee.

Timetable

The ideal timeline is no more than 45 working days from the job closing in NEOED to the finalist accepting the job offer. Hiring Managers can insert the anticipated start date and work backwards to ensure that they have enough time to complete the process.

Target Date	Stage of Hiring Process	Goal	Responsible Person
	Job requisition created and approved in NEOED	No later than 3 business days from posting to securing all approvals	Hiring Manager, VPs, President
	Job opens for recruitment	No later than 2 business days from final approval received	HR staff
	Screening Committee formed and notified	Same week the position is posted	HR staff and Hiring Manager
	Job position closes for recruitment	10-15 business days after posting <i>Note: Some positions may remain open for "continuous" recruitment. Committees can begin rating applications as soon as apps are submitted.</i>	N/A
	Screening Committee first meeting	No later than 5 business days after the position closes	Committee Chair & HR Staff
	Evaluation of applicants and first-round interviews	Completed within 15 business days of the first Committee meeting	Committee Chair
	Recommendations sent to Hiring Manager	Within 2 business days of last interview	Committee Chair
	Second-round interviews and selection of final candidate/references checked	No later than 10 business days after receipt of recommendations from Committee	Hiring Manager and VP share name with HR Director
	Salary calculation and approvals	Within 3 business days of sending candidate's name to HR	HR Director, VPs, and President
	Offer made to selected candidate	1-2 business days after receiving approved salary	Hiring Manager
	Finalist accepts the position	1-2 business days after receiving approved salary	N/A

Target Date	Stage of Hiring Process	Goal	Responsible Person
	Desired start date of new employee		Hiring Manager

Requesting a New Position

When a VP would like to advocate for creating a new position at the College, he or she will complete the New Initiative Form outlining the new position and providing a justification. This form is accessed through the *Forms* section of the Employee Site on the ACC website. The New Initiative request is shared with the Executive Committee of the President’s Cabinet for review and approval.

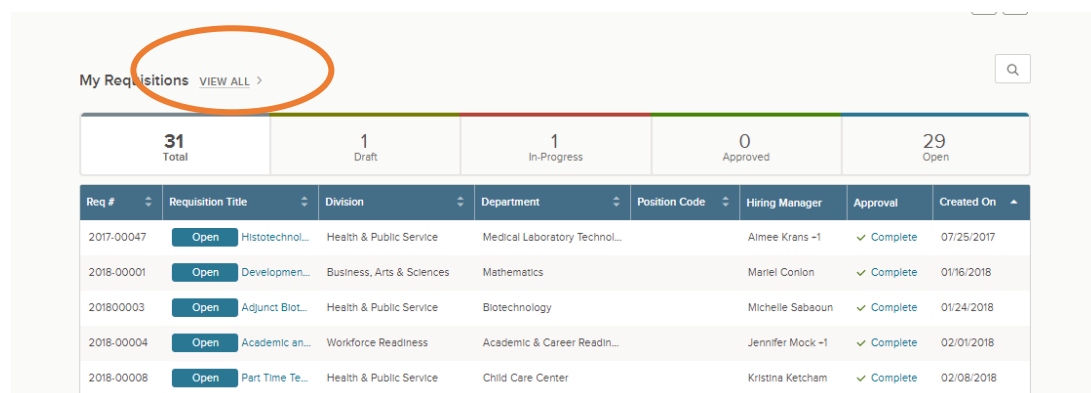
Posting a Position in NEOED: Creating Job Requisition and Securing Approvals

To begin the actual recruiting and hiring process for new or replacement positions, Hiring Managers will create a job requisition in NEOED using the steps provided below. The Hiring Manager is typically the direct supervisor of the employee, with the exception of faculty, wherein the Hiring Manager is the Dean who oversees the academic department.

Log into NEOED and click on *OHC* (Online Hiring Center) on the top left of the screen. The OHC includes a central dashboard of pertinent tasks and other features. Scroll down to *My Requisitions*. In the *My Requisitions* section, four types of requisitions will display in a colored box under “Requisition Title.”

- *Draft* – Requisitions you have created and saved, but haven’t yet submitted.
- *In Progress* – Requisitions you have submitted that are in the approval process.
- *Approved* – Requisitions you have submitted that have been approved by all groups.
- *Open* – Requisitions you have submitted that have been opened for recruiting.

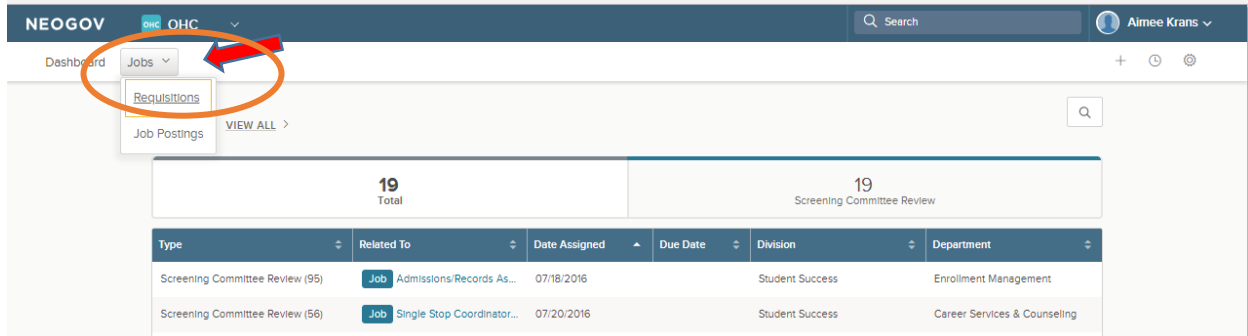
The default view displays all draft, in progress, and approved requisitions associated with you. Click one of the color-coded tabs displayed horizontally above the vertical list to filter by requisition type. To view all requisitions, click **VIEW ALL**.



Req #	Requisition Title	Division	Department	Position Code	Hiring Manager	Approval	Created On
2017-00047	Open Histotechnol...	Health & Public Service	Medical Laboratory Technol...		Almee Krans -1	Complete	07/25/2017
2018-00001	Open Developmen...	Business, Arts & Sciences	Mathematics		Marile Conlon	Complete	01/16/2018
201800003	Open Adjunct Blot...	Health & Public Service	Biotechnology		Michelle Sabsoun	Complete	01/24/2018
2018-00004	Open Academic an...	Workforce Readiness	Academic & Career Readin...		Jennifer Mock -1	Complete	02/01/2018
2018-00008	Open Part Time Te...	Health & Public Service	Child Care Center		Kristina Ketcham	Complete	02/08/2018

Steps to Create a Requisition: The first of three requisition form pages will display.

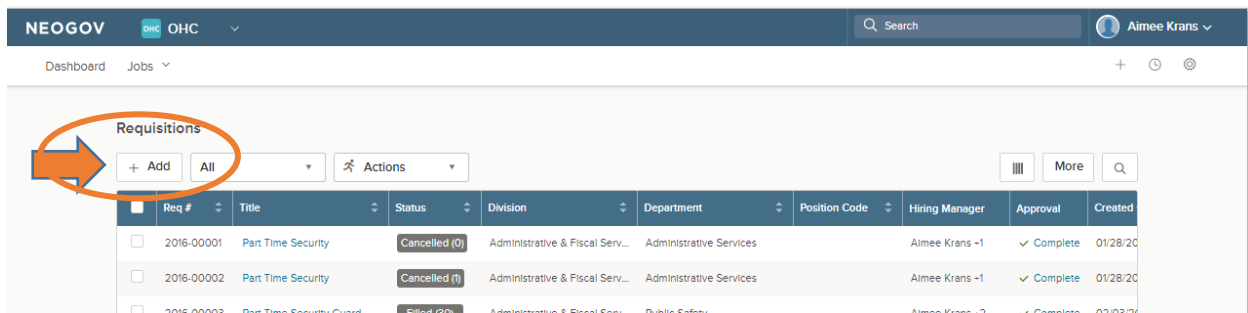
When a hiring department has an open position, they will submit a requisition as a request to fill the vacancy. On the Jobs menu, click *Requisitions*.



The screenshot shows the NEOGOV OHC interface. The 'Jobs' menu is open, and 'Requisitions' is highlighted with a red circle and a red arrow pointing to it. Below the menu, there are two summary cards: '19 Total' and '19 Screening Committee Review'. A table below these cards lists requisitions with columns for Type, Related To, Date Assigned, Due Date, Division, and Department.

Type	Related To	Date Assigned	Due Date	Division	Department
Screening Committee Review (95)	Job Admissions/Records As...	07/18/2016		Student Success	Enrollment Management
Screening Committee Review (56)	Job Single Stop Coordinator...	07/20/2016		Student Success	Career Services & Counseling

Then click *Add*.



The screenshot shows the NEOGOV OHC Requisitions page. The '+ Add' button is highlighted with a red circle and a red arrow pointing to it. Below the button is a table with columns for Req #, Title, Status, Division, Department, Position Code, Hiring Manager, Approval, and Created.

Req #	Title	Status	Division	Department	Position Code	Hiring Manager	Approval	Created
2016-00001	Part Time Security	Cancelled (0)	Administrative & Fiscal Serv...	Administrative Services		Aimee Krans -1	Complete	01/28/20
2016-00002	Part Time Security	Cancelled (1)	Administrative & Fiscal Serv...	Administrative Services		Aimee Krans -1	Complete	01/28/20
2016-00003	Part Time Security Guard	Filled (30)	Administrative & Fiscal Serv...	Public Safety		Aimee Krans -2	Complete	02/03/20

Create Requisition

1. CREATE 2. APPROVALS 3. ATTACHMENTS

Requisition Details
* required fields are marked with asterisk

Requisition # [Assigned when requisition is saved] Division/Department* Find a division/department

Position Description* Find a class spec Working Title

Desired Start Date MM/DD/YYYY Hiring Manager* Find a hiring manager

Job Type List Type

Position Find a position Number of Vacancies 0

Position Details
New Position?
 Yes No

Add Position Detail

Comment

Cancel Save & Close Save & Continue to Next Step

Once you have completed **ALL** fields click *Save & Continue to Next Step*.

If you are unable to choose a Position Description that fits the vacancy you are trying to fill, contact HR.

Approvals: Approvals differ depending on whether the posting is for a full- or part-time position.

Create Requisition

1. CREATE 2. APPROVALS 3. ATTACHMENTS

Approval Workflow
* required fields are marked with asterisk

Add Approval Group

Cancel Save & Close Save & Continue to Next Step

Part-time positions: Do not use approval group – click *Save & Continue to Next Step*.

Full-time positions will require approval groups:

- Second Level approval: Choose the most relevant, whether Deans, VP, or EVP

- Budget: Choose CFO.
- Choose Presidential approval.
- Final approval: HR.

Once you have added approvals as necessary, click *Save & Continue to Next Step*.

Attachments: Drag any file attachments to the third page and click Save & Submit.

- Position vacancy template
- Any relevant budget info - optional

The screenshot shows the 'Create Requisition' interface. At the top, there are three steps: '1. CREATE' (checked), '2. APPROVALS' (checked), and '3. ATTACHMENTS' (active). Below the steps is a section titled 'Add Attachments' with a dashed border. Inside, there is a green upload icon and the text 'Drag and drop your file here, or [browse](#)'. Below that, it lists supported file types: '.doc, .docx, .pdf, .rtf, .wp, .wpd, .xls, .xlsx'. At the top right of the form, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Submit'. The 'Save & Submit' button is highlighted with an orange circle.

The requisition is not submitted to HR until you have gone through three pages (create, approvals, and attachments). Clicking *Save & Submit* is the final step and will send the requisition to HR.

NOTE: While creating the job requisition in NEOED, Hiring Managers may also send an email to Human Resources at humanresources@alamancecc.edu, to the attention of Human Resources Specialist Marcella Thompson and Hiring and Onboarding Senior Specialist Nicole Rone, requesting specific employees to serve on the Screening Committee.

Employee Recruitment

HR staff actively work to recruit employees by attending local and regional job fairs.

Once job requisitions have been approved, the Hiring and Onboarding Senior Specialist (Nicole Rone) posts the position in NEOED and NCCCS website. The Recruitment Specialist (Marcella Thompson) posts the position on a variety of external job boards, as needed:

- Inside Higher Education
- Indeed
- Subject-specific job boards

Open positions can also be advertised through NCCCS listservs, professional associations, on social media, and through personal contacts.

Screening Committees: First-Level Interviews

ACC uses a two-level interview process. The first level consists of a Screening Committee that reviews and rates all of the applications received, interviews top candidates, and recommends candidates for second-level interviews.

Screening Committees consist of three to five members including a Chair and a diverse group of faculty and/or staff. The College asks that everyone comply with the request when asked to serve on a Screening Committee. Occasionally, employees will state that they are too busy to serve. However, everyone should view this as an important responsibility undergirding ACC's hiring procedures and creating fair and equitable processes. In fact, Committee members often report that they enjoy meeting and working with colleagues from across the College.

Forming the Screening Committee: The Recruitment Specialist (Marcella Thompson) forms the Screening Committee, taking into account employees who have been recommended by the Hiring Manager. As stated in the "note" above, the Hiring Manager can send to HR a list of recommended employees for the Committee while the job requisition is being approved in NEOED. One of those requested employees will become the Committee Chair. If the requested employee chosen as Chair is on another Screening Committee, that person will not be selected. For faculty positions, the Chair will be the Department Head who supervises the area, and at least one of the Committee members must have expertise in the subject area (if not the Department Head, then a faculty member with the knowledge).

HR staff will serve as an ex-officio member of some, but not all, Screening Committees.

A Charge to Screening Committee Members: It is an ACC tradition to provide a "charge" to Committee members to remind them that their participation in this process is an important and weighty responsibility, one that not only determines employment outcomes for those seeking positions at ACC, but that also helps to shape the culture and determine the effectiveness of Alamance Community College. An institution's most valuable resource is its employees, whose work is essential to realizing the mission and vision of the College.

When on a Committee, the employee will work with a team of colleagues to review applicant materials, select applicants for interviews, conduct interviews, and recommend candidates for a second round.

The process requires confidentiality and a fair and open mind. Avoiding bias is necessary in order to select the best candidates for any position. The Hiring Manager for the position will provide a job description and the qualifications that he or she is looking for in the person who will fill the role. The Committee screens applicants against these criteria in order to recommend the top candidates for consideration by the Hiring Manager in the second, final round of interviews.

Confidentiality Statement: Each Committee member will sign a confidentiality statement that explains the responsibility of members to refrain from misusing sensitive, private, and

confidential information provided by applicants in the application process. Any misuse or unauthorized release of such information may be grounds for discipline, termination of employment, and/or the initiation of legal actions.

Interview Questions: Committee members will review a list of interview questions provided by Human Resources, choose or create five questions, and submit them to the Committee Chair. The Chair will compile the submissions so that there is a maximum of 10 interview questions. The Chair will assign the interview questions to each member, and the member will be responsible for asking those assigned questions during the interview. Applicants for faculty positions are also required to provide a teaching demonstration.

Application Review and Rating: HR staff will forward information to the Screening Committee on reviewing and rating the applicants in NEOED. Included in that email will be the applicant interview rating sheet and a Doodle poll link to schedule the application review meeting. Committee members should respond promptly to the Doodle poll, providing an accurate accounting of all the times they are available. Often the hiring process is delayed due to Committee members not responding promptly or responding with severely limited availability.

Scheduling and Conducting Interviews: After all of the applications have been reviewed and rated, the Committee Chair will contact the selected applicants to schedule interviews. The Chair should provide the applicants several dates to ensure the Committee's availability. The Committee Chair will then send a Doodle poll to the Committee copying Nicole Rone, HR Senior Specialist, to schedule each interview. It is important to respond quickly to the Doodle poll so that qualified applicants are not lost to other employers during this process.

Selecting Applicants to Move to Second Round: After interviewing each applicant, the Committee should rate the applicant on the Applicant Rating Sheet. The Committee should discuss their ratings based on the job description and the Hiring Manager's required criteria for the position. When the last interview is completed, the committee should determine which applicants should be moved forward to the second round. After the committee agrees on which applicant should be moved to the second round, the committee chairperson should write a memorandum to the hiring manager, copying Nicole Rone. The memorandum should list the top applicants the committee is recommending for the second round of interviews. All committee members must send their interview rating sheets to Nicole Rone.

Exceptions: At times, the College may elect to conduct only one level of interviews and/or to include fewer people on the interview committee in order to expedite the hiring process. Scenarios justifying exceptions may include a critical position that the College has no internal backup for, or failed searches that have strained departments who are trying to cover those responsibilities. The Executive Committee of the President's Cabinet in consultation with HR approves and documents exceptions.

Also, depending on the type of position, candidate forums or other meetings and/or presentations may be conducted as part of the hiring process. For example, candidates for a

Vice President position will make a presentation and answer questions at a college-wide forum in addition to the standard interviews.

Hiring Manager, VP, and/or President: Second-Level Interviews

The second level consists of the Hiring Manager and Dean, VP, or President. Once the Hiring Manager receives the recommended candidates from the Screening Committee Chair, he or she will review the applicant materials and determine, with the VP or President, which of the recommended candidates should be interviewed.

The Hiring Manager schedules the second-round interviews and works with the VP or President to create interview questions. After the second interviews, a candidate will be selected, and the Hiring Manager will communicate the decision with justifications to HR. The Hiring Manager will also check references for the selected candidate and send those reference checks to HR. All Vice-Presidents, Associate Vice-Presidents, Deans, and Supervising Directors will also be interviewed by the President.

Calculating Salary: ACC's employment salary plan is market-based. The plan provides for salaries that will attract and retain qualified individuals. The goal is to provide salaries based on the external market and internal equity.

The HR Director calculates a salary, which is based on the position classification. Faculty salaries are based on years of related experience and level of education. Staff salaries are based on years of related experience. The Hiring Manager, VP, and CFO approve the calculation before the salary is forwarded to the President for final approval.

Detailed Hiring Process

For those who would like to see all of the specific steps involved in this multi-layered process:

Steps	Responsible Person
Job requisition is created in NEOED.	Hiring Manager
Job requisition is approved in NEOED.	VPs, HR, President
Job is posted on ACC and NCCCS sites and external job boards.	Nicole Rone and Marcella Thompson
Screening Committee is formed, taking into account the Hiring Manager's requested members; Chair is selected from Hiring Manager's recommendations. Faculty positions include subject matter expert on the Committee.	Marcella Thompson
Position officially opens for recruitment in NEOED.	Nicole Rone
First email is sent to Committee Chair and members, which includes: (1) notification of assignment to the Committee, (2) Screening Committee Charge Instructions, (3) Employee Confidentiality Agreement, and (4) sample interview questions.	Marcella Thompson

Steps	Responsible Person
Rubric is created to rate the applications (sent to Marcella, Nicole and Committee Chair).	Hiring Manager
Job posting closes.	N/A
As soon as the position closes, a second email is sent to the Committee, which includes: (1) notification that apps are ready to view in NEOED, (2) the rubric that will be used to rate the applications, (3) instructions on how to complete the ratings, (4) the deadline to complete ratings, and (5) Doodle Poll to schedule first Committee meeting.	Marcella Thompson
Applications are rated using the rubric.	Committee Members
Committee meets to select candidates for first-round interviews. Nicole might be present as an observer.	Committee Chair schedules and leads the meeting
Committee conducts the first-round interviews and decides who should move on to the second round. Human Resources might be present as an observer.	Committee Chair schedules and runs the interviews
Recommendations for second-level interviews are sent to Hiring Manager via email, copy Marcella Thompson and Nicole Rone. Chair collects rating sheets and sends them to Nicole.	Committee Chair
The Screening Committee-recommended candidates are reviewed and second-round interviews are conducted.	Hiring Manager and VP and/or President
Finalist is selected and references are checked.	Hiring Manager
Finalist and reference checks are sent to Valerie and Nicole with justification and a request to calculate salary.	Hiring Manager
Salary is calculated.	Valerie Fearington
Salary approvals are requested from Hiring Manager, VP, CFO, HR, and President.	Valerie Fearington
After the salary is approved by President, finalist is notified and an offer is extended.	Hiring Manager
When finalist accepts offer, VP, CFO, and HR are notified.	Hiring Manager
Selected candidate is moved "for hire" in NEOED.	Nicole Rone
All other applicants are notified that the position has been filled.	Nicole, via NEOED
Offer letter and contract are sent to the new employee.	Valerie Fearington
Onboarding paperwork is sent to the new employee.	Nicole Rone
Once all required documents are returned, the new employee is cleared, and the employee is added to Colleague. Colleague ID is created.	Nicole Rone
Electronic accounts are created for the new employee, and employee is notified of access.	Information Services Technology staff
New employee orientation is scheduled.	Joy Bradford

Human Resources Office Contacts

Valerie Fearrington, HR Director
vfearrington969@alamancecc.edu
336-506-4133
G-105

Nicole Rone, HR Senior Specialist – Hiring and Onboarding
narone301@alamancecc.edu
336-506-4273
G-107

Marcella Thompson, HR Specialist – Recruitment
mthompson335@alamancecc.edu
336-506-4601
G second floor (across from Yonnie Butler's office)

Joy Bradford, HR Senior Specialist – Benefits
jcbradford166@alamancecc.edu
336-506-4245
G-107