

Policy: 5.20

Hiring

Purpose

To ensure a fair and equitable recruiting and hiring process that results in the hire of a highly qualified individual.

Definition

Hiring manager: a supervisor that is responsible for filling an open position and to whom the new employee reports.

Policy Statement

Kansas City Kansas Community College (KCKCC) believes that hiring qualified individuals contributes to the overall success of the College.

Hiring managers are directly responsible for the interviewing and selection process in conjunction with KCKCC's hiring procedures. Hiring Managers have a responsibility to support the College's commitment to equal employment opportunity (EEO) by assuring that the hiring process is fair, confidential, and free of harassment and unlawful discrimination. Hiring managers should make every effort to ensure that their search committees represent a diverse background of the College.

All individuals selected for hire will be subject to, at a minimum, a background check, reference check, and review of experience and education.

The hiring of each applicant is conditioned on approval at a public meeting of the Board of Trustees. The Board approves the employment, compensation, benefit package, and terms and conditions of employment. With prior approval from the President, employees may conditionally, begin work prior to Board approval when the candidate has completed all requirements for employment.

Board Approved: 05/19/2021