

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Employee Recruitment and Selection**

**DATE: March 1, 1993**

**NUMBER: 2.10**

**REVISION(S): 12/19/94, 12/02/08**

Ouachita Technical College will make all personnel decisions without regard to race, color, creed, religion, gender, age, national origin, or disability. The following guidelines will be used in all hiring for the College to ensure compliance with federal equal employment opportunity and affirmative action regulations and guidelines, and to provide an effective system of monitoring procedures for affirmative action purposes:

1. When authorization to fill a faculty, administrative, or academic staff vacancy is granted, for either a new or vacant position, the President shall see to it that a record of the following information be compiled:
  - a. Title of position
  - b. Organizational unit offering position
  - c. Description of position duties
  - d. Salary range
  - e. Approximate date position duties will commence
  - f. Contractual information
  - g. Required qualifications
  - h. A list of any person(s), by name and date solicited, to whom notice and applications are to be submitted separate from advertisements.

A copy of a planned advertisement and a position announcement may be submitted if the above information is provided.

2. All faculty and administrative staff appointments are required to be advertised to a state audience, and are expected to reach qualified candidates of all races, gender, or disability status. Advertisements for President and Vice Presidents shall be directed to both state and national audiences.

All advertisements should carry, in a distinct type, the phrase "Ouachita Technical College is an Equal Opportunity/Affirmative Action Employer."

Notice of vacancies will be posted on the Arkansas Jobs Link (Arkansas Department of Workforce Services) and sent to at least ten (10) predominantly black colleges and universities.

3. Once an application is received, an effort must be made to obtain minority information for affirmative action purposes. It should be clearly understood that such information is for affirmative action purposes only and is not a part of the applicant's academic record.

Note also that no institution can legally require compliance with this information in pre-hire inquiries if the applicant does not wish to provide the information.

4. Hiring Unit Managers must make an effort to locate qualified women, minority, and disabled candidates for serious consideration. If a search committee is used in the selection process, women and minorities should be represented on the committee.
5. The Affirmative Action Officer shall review the applications, the candidates recommended for interviews, and all other procedures used in the process. The Affirmative Action Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines were not followed.
6. The screening process must take steps to ensure that no overt or subtle discrimination on the basis of gender, race, religion, national origin, age, disability, or veteran's status is applied.
7. For each appointment made, the Personnel Officer shall prepare a report on the following information:
  - a. Places where position was advertised
  - b. Dates of advertisements and application deadlines
  - c. Number of applicants by gender and race
  - d. Number of applicants by gender and race who learned of the vacancy from each referral source or advertisement
  - e. Number of applicants interviewed by gender and race
  - f. Number of applicants by gender and race rejected for academic staff positions for each of the following reasons;
    - (1) Insufficient training or academic achievement,
    - (2) Uncertain potential for job,
    - (3) Insufficient skills, specialization or breadth for field to be covered,
    - (4) Other specified reasons.
  - g. Number of offers made, by gender and race.
  - h. Number of offers rejected, by gender and race.
  - i. Race and gender of newly appointed staff.

This complete set of records must be maintained for a period of three (3) years.

AUTHENTICATION (Signature):

COPP

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12/02/08

President

(Date)

**2.10**