



REGULATIONS

REG No.: 827

RECRUITMENT ADVERTISING AND POSTING OF VACANCIES

I. PURPOSE

This regulation establishes procedures for advertising and posting position vacancies.

II. BACKGROUND and/or LEGAL REFERENCES

Not applicable

III. POLICY

- A. The posting and advertising of full-time vacant positions shall be a centralized responsibility assigned to the Human Resources Department.
- B. The Human Resources Department will post all full-time position vacancies internally for a period of at least ten business days.

(POLICY APPROVAL: 3-20-96, Board of Trustees, amended 1-15-08)

IV. PROCEDURES

- A. The hiring supervisor completes a Recruitment Authorization Form, attaches a current job description, and obtains supervisory and budget approval.
- B. The RAF is then forwarded to the Human Resources Department.
- C. The Human Resources Department, once supervisory and budget approval is given, submits the RAF to the President for administrative approval. The approval of the President of WCJC must be obtained before posting the position.
- D. The Human Resources Department posts and distributes the Position Vacancy Notice and may advertise in appropriate media sources.
- E. All postings or advertising include the statement that WCJC is an Equal Opportunity Employer and must conform to the college regulations concerning publications (see Reg 133 Logo: Use on College Publications).

BM/FRV
3-20-96
JJ/BAM
1-15-08