

4.1.1p.3 OFTC Interview/Selection Procedure

Procedure

Applications for employment are received through the OFTC Job Center Web Site. Applications will be accepted only for jobs which have been previously advertised.

Part-time Positions

A qualified candidate can be recommended for hiring by the supervising Manager, Director, Dean, or Vice President. The supervising Manager, Director, Dean, or Vice President will conduct screenings and/or interviews for these positions. Once a part-time candidate has been selected by the supervising Manager, Director, Dean, or Vice President, *OFTC 4.1.1p.1 New Hire Procedure* should be followed.

Full-time Positions

Applications will be received through the OFTC online job center. The HR Office will notify the supervising Director, Dean, or Vice President of the position closure and initiate the screening of applicants selected. Those applicants who meet the minimum requirements for the position and will be granted an interview. If preferred qualifications are set, only applicants that meet the preferred will be interviewed if the applicant pool is large enough.

Interviews are coordinated by the HR Office. The HR Office will work with the supervising Director, Dean, or Vice President to set the interview date, establish the interview committee, develop the interview questions, and any other special needs for the interview process. The Director of HR or designee will serve as chair for the interview committee and will be responsible for handling all the details of the interviews.

The interview committee will make their recommendation of the top candidates to the President. Upon approval by the President, the Director of HR may complete reference checks prior to the President conducting a 2nd interview and making a decision on the position.

Once the President has made the final selection, a salary determination is made and approved by the Vice President of Administration. The Director of HR will make a verbal offer to the selected candidate. The Director of HR will extend a written contingent offer of employment to the selected candidate and begin the candidate's pre-employment screening. Once the required pre-employment screenings have cleared and the candidate is eligible for employment, HR will coordinate start date, issue a formal written letter of employment to the candidate and complete new hire process.

All other applicants are notified of non-selection.

Interview/Selection file is closed.

Records of all written materials related to the interview/section process are collected and are retained in the HR Office for at least three (3) years.

Adopted: July 1, 2016

Reviewed: March 23, 2017, May 2018; February 25, 2019; November 1, 2019, March 26, 2026

Revised: