

Employment Process

Employment Files

1. All applicants shall complete the College's online application form. Information provided in the applications shall be verified before an offer is made.
2. If employed by the College, the employment candidate file shall become the employee's permanent personnel file and all correspondence, evaluations, and other information relative to reemployment or advancement shall be placed in this file.

Screening Guidelines

1. All applications and related documents are reviewed and thoroughly screened by the hiring supervisor to determine if applicant(s) meet minimum job requirements; in the case of faculty applicants, a review and approval of the faculty teaching credentials must also be conducted. The hiring supervisor will be responsible for ensuring this step is completed and that a Faculty Transcript Evaluation form and a Statement of Qualifications (when necessary) is completed.
2. The hiring supervisor, with assistance from the Office of Human Resources, is encouraged to appoint a diverse committee to assist with the screening and interview process (minimum of three to five members or approval from HR if using less than three); adjunct instructor and student worker/tutor positions only require one committee member.
3. The screening of applicants for interviews will be based on pre-determined criteria established in advance, and shall be consistent with the job description and qualifications, equally applied to all applicants, and documented in writing.
4. As per DC Legal, Employment Practices-Employment Preference for Veterans policy, qualified veterans are entitled to a preference in employment with or appointment to a state agency, including a college district, over applicants for the same position who do not have a greater qualification. Therefore, hiring supervisors are responsible for reviewing the policy, carefully qualifying veteran applicants, and should contact Human Resources with questions or for assistance in order to avoid delays.
5. Documentation records relating to the screening process shall include a listing of all applicants and an accurate recording of the review of qualifications of each applicant on a Candidate Evaluation Matrix.
6. The hiring supervisor, in collaboration with the appropriate Vice President or her/his designee, will determine the number of applicants to be interviewed. The best practice is to interview as many qualified candidates as possible but no fewer than three. Interviewing fewer than three candidates requires approval from Human Resources.

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Interviewing Guidelines

1. Interviews will not be scheduled until a valid completed application is on file. The hiring supervisor will review submitted applications to ensure the applications are complete and all required documents have been received, otherwise applications are considered incomplete. If an application is incomplete, the hiring supervisor should change the workflow state to Incomplete and explaining the reason in the history tab/notes.
2. A pre-determined set of questions and/or scenarios established in advance will be used to interview the selected applicants with assistance from the Office of Human Resources. The number of questions should be determined by the time allotted for the interview. Questions should be asked in the same order for each candidate. Hiring supervisors may:
 - a) Use the Candidate Job Interview Questions form as is; or
 - b) Add new questions to the Candidate Job Interview Questions Form using the Competency Interview Questions Bank; or
 - c) Create questions that address TSC's values; or
 - d) Use a combination of questions as stated above. If you create questions, please email them to Human Resources for approval.
3. All interview questions should focus on our TSC values and are scored individually to determine an applicant's final score. Follow the instructions on the Candidate Job Interview Questions Form on how to score the applicant(s). *Candidate Job Interview Questions Forms are located on the HR webpage under Employment Process Forms.*
4. It is acceptable for the committee to discuss candidate scores prior to finalizing them.
5. All committee members must attend 100% of the interviews. If a committee member fails to attend 100% of the interviews, the member must be excluded from deliberations and from the committee. The Office of Human Resources must be notified to determine if any further action is needed.
6. Upon completion of the interviews, the hiring supervisor shall change the status of the recommended applicant to the workflow state of Interview Finalist. A minimum of three (3) references are required. The Hiring Supervisor will manually trigger the Reference Requests by email after moving the recommended applicant to Interview Finalist. Once all references are received, People Admin will automatically change the workflow of the recommended candidate to References Received. In the case that the applicant lists more than three (3) references, the hiring supervisor has the option to change the recommended applicant to References Received once three (3) references are received and if the references meet the required criteria.
7. Scheduling a second or third interview with a supervisor or above is acceptable.

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- The supervisor must conduct a second interview if he/she was not a part of the hiring committee.
8. Initial Interviews may include a:
- Teaching demo, short presentation, and/or a skills assessment. Tests will be applied equally & consistently.

Reference Checks

1. Applicants are required to enter at least two (2) references in order to submit their application. Reference requirements are the following: one (1) coworker/work related reference and one (1) personal reference.
2. Hiring supervisors are required to contact the applicant's current supervisor (or former, if unemployed) by phone using the Reference Rating form. The supervisor should check the application to confirm whether the applicant provided written approval to contact his/her current employer. If so, may proceed with the reference check. If not, will require written approval from the applicant before contacting the current/former supervisor. If written permission to contact the current supervisor is not provided, the hiring supervisor should inform the applicant that a job offer cannot be extended without obtaining the current supervisor's reference. HR can assist in obtaining the final reference if needed.
3. The Hiring Supervisor will have to manually trigger the references to be emailed out through People Admin. If a reference is the current/former supervisor, the hiring supervisor must contact that person by phone and not trigger an email reference. The hiring supervisor should check to see whether the applicant gave permission to contact his/her current/former supervisor before proceeding or get approval from the applicant first.
4. The Hiring Supervisor will have to move the recommended candidate(s) to the "References Received" workflow state once all references have been received. An email notification will be sent to the hiring supervisor informing them to submit the Interview expandable to Human Resources with all the required documentation needed.

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1. The hiring supervisor must submit the following required hiring documentation for all positions to the Office of Human Resources:
 - a. Memo to the President
 - b. Completed Candidate Evaluation Matrix
 - c. Applicant List Report
 - d. Screening/Interview Committee Member Confidentiality Agreement
 - e. Candidate Job Interview Questions Form for each person interviewed

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- f. Job Description (Job Posting)
 - g. Application for Employment including Resume, Cover Letter, and Transcripts
 - h. Reference Rating Sheet for current/previous supervisor for each recommended candidate.
 - i. *Faculty position will require a completed Faculty Transcript Evaluation Form and a Statement of Qualifications Form (as appropriate).
- Note: All required documentation must be in the Office of Human Resources before the position can be considered for approval by the President.
2. The Office of Human Resources will complete a final review to ensure all required documentation has been provided by the recommended candidate(s) before forwarding the file to the President. Human Resources will change the candidate status to HR Packet Review in People Admin when the file is complete.
 3. HR Packet Review will trigger an email to the hiring supervisor to initiate the Hiring Proposal on People Admin. This also triggers an email to the recommended candidate to request official transcripts to be sent to TSC Office of Human Resources.
 4. Hiring Proposal will transition through the following workflows.
 - a. Hiring Supervisor to Dean/Director
 - b. Dean/Director to Vice President
 - c. Vice President to Budget GL Approval
 - d. Budget GL Approval to Budget Management Approval
 - e. Budget Management Approval to Human Resources
 - f. Human Resources to President
 - g. President to Human Resource to make job offer
 5. An offer to hire someone in a position cannot be made until approval from the President or President's designee. The President or designee shall review the selection process to date, may interview the candidate finalists, and may either recommend an applicant to the position or continue the search. Announcement of appointment is the sole right of the College.
 6. The Office of Human Resources shall send out notification to all other candidates informing them that another candidate was selected and that the position has been filled.

Equal Employment Opportunity

The College shall provide an equal employment opportunity for all applicants in full compliance with existing laws. Qualifications will be published for each position within each job description and shall be applied consistently and fairly to all applicants. "Qualified" shall be defined as having the requisite education, experience, ability, training, and/or skills required of the position as defined in the job description.

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