

## Trinity Valley Community College

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Trinity Valley Community College  
107501

### HIRING PRACTICES

DC  
(LOCAL)

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**RECRUITMENT POLICIES**    The College District shall strive to eliminate discrimination against women and minorities. [See DAA]  
Recruitment shall be done as follows:

1. The College District shall actively recruit people of all races.
2. Hiring practices for professional personnel in the College District shall include any or all of the following:
  - a. Advertisements in appropriate national professional journals and job registries.
  - b. Consideration of unsolicited applications or inquiries.
  - c. Area and regional newspaper advertisements.
  - d. Job announcements of vacancies to area and regional colleges and universities.

The College District shall make explicit the College District's commitment to equal employment opportunity in all recruiting announcements or advertisements. This will be accomplished by stating that the College District is an equal opportunity/affirmative action employer.

The office for personnel shall maintain detailed reports and announcements that support the above recruiting guidelines and demonstrate good faith with the equal opportunity/affirmative action policies of the College District.

## EMPLOYMENT PROCEDURES

Procedures for employment of personnel shall be as follows:

1. The immediate supervisor, dean, and/or the appropriate vice president shall be involved in the recruitment and screening of applicants.
2. Initial interviews shall be conducted by the immediate supervisor, dean, and/or the appropriate vice president.
3. The appropriate vice president, dean, or immediate supervisor shall make recommendations for employment to the College President.

The College President shall make recommendations to the Board regarding the employment of all professional personnel.

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