

# **POLICY: 4.1.1.** (III.B) **Recruiting and Hiring**

**Revised:** August 25, 2003; September 28, 2001; January 17, 2001; and April 13, 1995.  
**Last Reviewed:** September 16, 2022; October 25, 2019; and November 1, 2016.  
**Adopted:** May 5, 1988.



## **POLICY:**

Vacant positions shall be filled by selecting the best-qualified applicant on the basis of merit.

The System and its constituent Technical Colleges shall conduct all recruitment activities per the Statement of Equal Opportunity and all other applicable laws, rules, and regulations. The System shall not discriminate against any employee or applicant for employment in the recruitment, hiring, promotion, demotion, transfer, layoff or termination, rate of pay, selection for training, or any other reason based on religious opinions or affiliations, race, color, national origin, disability, sex or age.

The Commissioner is authorized to transfer employees within the agency if deemed beneficial to the agency's productivity.

Each Technical College and the System Office shall follow the guidelines of the Recruiting and Hiring procedure.

## **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of Board.  
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.  
TCSG Procedure 4.1.1p1. – Recruiting and Hiring.