

Procedure: 4.1.1p1.

Recruitment

Revised: July 20, 2012; July 20, 2016; July 12, 2004; and August 25, 2003.

Last Reviewed: September 16, 2022; October 25, 2019; and November 1, 2016.

Adopted: September 28, 2001.



I. PURPOSE:

The Technical College System of Georgia provides equal employment opportunities concerning all employment practices, including recruitment. It administers these practices without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, protected veteran, or citizenship status (except in those exceptional circumstances permitted or mandated by law).

TCSG is committed to efforts to maintain a qualified workforce reflecting the diverse community it serves/represents. Therefore, to ensure effective recruitment practices, provide equal employment opportunities, and provide promotional and leadership opportunities for current employees, the recruitment guidelines outlined in this procedure shall be followed by all associated work units and Technical Colleges.

II. RELATED AUTHORITY:

- O.C.G.A. § 20-4-11 – Powers of Board.
- O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.
- State Personnel Board Rule 6 Recruiting, Screening, and Hiring.
- TCSG State Board Policy 2.1.1. – Statement of Equal Opportunity.
- TCSG Procedure 4.1.4p. – Categories of Employment.
- TCSG Procedure 4.1.9p. – Background Investigations.

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Demotion: Movement to a position in a job with a lower pay grade (salary range), rank, or classification (e.g., a position with less responsibility).

Immediate Supervisor: A supervisor charged with the responsibility for developing performance plans/expectations and who coaches, develops, and assesses the performance of subordinate employee(s).

Internship: A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Job Announcement: a statement of advertisement that a position is to be filled.

Lateral Transfer: for this procedure, movement to a position in the same job with comparable duties and responsibilities and a comparable salary range.

Recruitment: the hiring process component that notifies potential candidates about job availability and career opportunities.

Reviewing Manager: a manager charged with reviewing the performance plans and evaluations prepared by lower-level supervisor(s) in his/her direct line of supervision.

TCSG Work Unit: the TCSG System Office, Quick Start, the Office of Workforce Development, or an associated Technical College.

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. General Provisions:

1. Except for positions referenced in Paragraph VI.B., all vacant full- and part-time salaried positions, adjunct faculty, and all non-temporary hourly-paid, part-time positions must be announced/posted.
2. A continuous recruitment effort is permissible for jobs with an ongoing need to fill vacancies (e.g., jobs with high turnover).
3. An employee may be reassigned to a vacant position in the same TCSG work unit when the reassignment is considered a lateral transfer or a voluntary demotion and is necessary for legitimate business purposes. In all such instances, the employee must meet the entry qualifications of the position/job assigned, and the move must be accomplished without a pay increase.
4. The minimum announcement period is five (5) business days.
5. A vacant position may be made available to prospective candidates only within the TCSG work unit housing the position, in all TCSG work units, or, to all interested candidates, within TCSG and/or externally. In any case, an appropriate candidate pool must be in place prior to proceeding with selection.
6. As provided in Procedure 4.1.9p Background Investigations, the requirement that the selected candidate for employment in any full- or part-time TCSG position must complete criminal history records check as a condition of employment (and, as applicable, any other identified supplemental, post-offer requirements) is not impacted by an exception to the recruitment processes referenced below.

B. Exceptions to Normal Recruiting Procedures:

1. Employment actions that are exempt from routine recruiting procedures include, but are not limited to:
 - a) A temporary, time-limited appointment to an hourly-paid position. At its discretion, a TCSG work unit may elect to post position vacancies in these employment categories in a manner consistent with the provisions of this procedure. NOTE: Although temporary, internships will be advertised in accordance with the general provisions outlined above.

- b) A direct appointment by the Commissioner. In limited instances, the Commissioner may directly appoint an individual to a position. A Technical College President may request a direct appointment of an individual to a position; such request must be directed to the TCSG Director of Human Resources for review and must include an explanation of the business reasons supporting an exemption from routine recruiting procedures. No individual may be directly appointed unless approved in writing by the Commissioner or designee.
- c) Reassignment of an employee when the action is in the best interests of the TCSG work unit and based on legitimate business needs, such as an effort to avoid a reduction in force. In all such instances, the reassignment must be considered a lateral transfer or a voluntary demotion; the employee must meet the established entry qualifications of the position assigned and the movement must be accomplished without a pay increase.
- d) When a pool of qualified candidates was assembled for another vacancy within the same job class and in the same work unit within the past sixty (60) days, a selection may be made from the remaining candidates instead of advertising the current vacancy.
- e) Accommodation of an employee with a disability through a reasonable accommodation, provided he/she can perform the assigned position's essential functions and meets the established entry qualifications.
- f) In response to an emergency staffing situation including, but not limited to:
 1. the appointment of an hourly-paid employee to temporarily perform the duties of a vacant full- or part-time salaried position; or,
 2. the appointment of an adjunct to teach one or more courses when a full-time instructional position remains unfilled at the beginning of an academic term or when necessary to complete the remainder of an academic term when a vacancy occurs in a full-time instructor position after the academic term has begun.
 3. Any such appointment is considered temporary while efforts are made to fill the full- or part-time salaried position and should not exceed three (3) months or, as applicable, the end of the academic term.
- g) Any other unique circumstance not covered by the provisions above provided approval is first obtained from the TCSG General Counsel or the TCSG Director of Human Resources.

C. Job Announcements:

1. Prior to advertising a vacant position, the immediate supervisor and/or reviewing manager must ensure that the position is budgeted correctly and should review the job description and assigned duties and responsibilities to ensure that the position remains appropriately classified.

2. Each work unit will determine how the position should be advertised/announced based on factors including the level of responsibility, the role of the position in the organization, the unique qualification requirements, the effectiveness of previous recruitment efforts in filling this position or similar positions, the frequency of turnover, and efforts to create a diverse applicant pool of qualified candidates.
3. To expand the search for qualified candidates, the work unit may advertise the vacancy in specialized publications, on available professional organization websites, or, as appropriate, on social media platforms.
4. The vacancy announcement must also be posted to the WorkSource Georgia portal, the State's Labor Exchange System, managed by the TCSG Office of Workforce Development. The announcement may also be sent to technical college Career Services offices and/or local community organizations or groups to further efforts to attract an applicant pool of qualified and diverse candidates.
5. Each job announcement should minimally contain the following information:
 - a) A brief description of the position's primary duties and responsibilities;
 - b) the targeted salary range;
 - c) The primary work location includes additional campuses if the position's presence is required at multiple locations. A statement regarding eligibility for remote working is recommended.
 - d) Any physical requirements/physical demands for the position, such as standing, sitting, bending, lifting, etc., that must be performed with or without reasonable accommodation;
 - e) Any travel requirements for the position (regular vs. occasional, statewide, domestic, or international).
 - f) the application deadline, if any;
 - g) notice of the TCSG Statement of Equal Opportunity and a statement identifying a contact person regarding an applicant's need for assistance/accommodation in the application/interview process;
 - h) the scope of the recruitment efforts, i.e., only within the TCSG work unit housing the position, in all TCSG work units, or all interested candidates;
 - i) A notice that references will be checked;
 - j) A notice that all required education credentials, licenses, certifications, and/or registrations will be verified and must be submitted prior to beginning employment; P.O.S.T.-certified position announcements will include the specific type of P.O.S.T.- certification required;

Notice that *the position is either full- or part-time, regular, or temporary, with or without benefits and the method of compensation (salary or hourly)*

- k) Entry and preferred qualifications; and
- l) Notice of all post-offer requirements following a conditional offer of employment to include criminal history records check and, as applicable, pre-employment/random drug testing, a credit history check, a fingerprint records check, a motor vehicle records check, and any additional post-offer requirements required for high-risk positions such medical evaluations and psychological evaluations.

VII. RECORD RETENTION

All records shall be maintained per the Georgia Records Retention Schedule maintained by the Georgia Archives, University System of Georgia.