

Hiring Procedure

I. Overview:

The University of Arkansas Community College at Batesville is committed to the principle of equal employment opportunities. The following processes constitute hiring procedures for all positions on the UACCB campus.

II. Practice**A. Open Search Procedure**

1. An open search is the college's preferred mechanism to fill positions. However, under certain circumstances the chancellor's authority permits an exception to the open search process. Examples include but are not limited to:
 - a. a person may be appointed to fill a position in an interim capacity for a period not to exceed one year.
 - b. a person may remain in a position that has been upgraded from a classified to non-classified.
 - c. a person may be appointed to a non-classified position after a review and consensus by the administrative cabinet.

B. Hiring Procedure

1. The Manager completes the UACCB Position Request Form via the tile on myApps.
2. Human Resources posts job requisition for a determined amount of time.
3. Cabinet recommends a Hiring Committee. Generally, five people are selected to serve from different areas on campus. An email is sent to them from HR, to notify them of their committee appointment.
4. Committee Chair meets with committee members to review applicants. During this meeting, legal parameters surrounding the interview process will be reviewed.
5. The search committee reviews applications and selects the candidates whom they intend to interview. The interview pool does not have to be limited to three. The committee may choose to interview all qualified applicants. Generally, interviewing all qualified candidates is best practice.
6. If requested, a meeting with the candidate can be scheduled with the Chancellor or Provost. This meeting is coordinated by the Hiring Manager.
7. If travel and lodging are required for the interview process, the search committee chair will refer to the UACCB Travel Policy 265.0.
8. The hiring manager forwards the names of the qualified candidates (unranked) to the chancellor for consideration. In those rare occasions when the search committee determines that there are not three qualified candidates, it may forward less than three. The chancellor may declare a failed search based on the recommendation of the search committee. When a search includes internal applicants, the search committee chair will notify

internal candidates of the hiring decision or that a failed search had been declared prior to the announcement to the campus.

9. In instances of needing to re-evaluate positions function due to varying reasons, a failed search would need to occur. Once position updates have been approved a new search can be initiated.

10. Once the committee selects the candidate, and they have accepted the verbal offer, HR will start reference checks. HR utilizes HireRight for reference checks on faculty and director level and above full-time positions. HR will conduct reference checks for all other full-time and part-time positions, using a standard list of questions. HR conducts a Criminal Background check on all positions. (Criminal background check timeframe: 7-10 days) Substance abuse testing may be required depending on position. HR shares the results with the Manager & enters it into Workday. For promotions and transfers incumbent employees who are candidates for a new position are required to undergo background checks if one hasn't been completed in the last two years. This process will be completed by HR. The candidate will receive an email notification requesting their consent of the release of their personal information. (Referenced in UASP 470.1)

11. Contingent Offers of Employment can be made unless prior completion of the check is required by law for the position, a campus, division, or unit may make an offer of employment that is expressly conditioned on completion of a background check that is fully satisfactory in the sole discretion of the University. (Referenced in UASP 470.1)

12. Offers of employment will be sent out using the template provided in Workday. Once potential employee accepts an offer, HR moves to ready for hire. If the candidate counter offers, HR can reinstate the offer letter if approved. If the candidate rejects the offer the Chancellor or designee can make an offer to one of the other recommended candidates or declare a failed search.

III. Clarifying Points:

- 1.** The University of Arkansas Community College at Batesville is an equal opportunity employer.
- 2.** As a public institution of higher learning, the University of Arkansas Community College at Batesville has the moral and legal responsibility to ensure not only that employment practices provide access, equity, and fairness to applicants or employees under consideration, but that it also takes positive, continuing steps to broaden the diversity of the College Board of Visitors, administrative and professional staff, faculty, classified staff and students.
- 3.** All members selected to serve on a search committee will adhere to the confidentiality of the process.
- 4.** Applications are accepted only for posted positions.
- 5.** A person may be sent a direct link to an open job posting to apply.

Adopted: September 28, 2004

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