

# Rock Valley College

## Job Posting and Hiring Procedure RVC Administrative Procedure (3:20.010)

Rock Valley College is an equal opportunity employer and strives to employ highly qualified and diverse candidates for open positions. The College prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, or any other characteristic protected by law.

### Job Postings for Vacant Positions

The College shall post vacancies for regular full-time and part-time positions after such a vacancy is approved by the Human Resources Department. Job postings will be consistently advertised internally and externally to ensure that current employees, as well as other interested individuals, have access to employment opportunities within the College. The job postings shall provide a uniform process by which individuals receive information concerning vacant positions within the College.

Job postings shall be advertised on the College's website and distributed to other designated areas, both electronic and physical locations, whenever practicable. The College via the Human Resources Department, shall send an initial notification of internal vacancies to current employees via the RVC Daily News.

The College shall post all job postings for a minimum of five (5) calendar days. A job posting shall remain posted until the position is filled, unless the job posting includes a specific closing date. Each job posting shall contain the following information:

- Job title
- Department/Division
- Employee status
- Grade
- Salary range of the position
- Classification
- Posted and closing date (if applicable)
- Application process (If applicable)
- Reporting responsibilities
- A brief summary of the position

The Human Resources Department shall lead all recruitment and hiring processes. Additionally, HR will execute a hiring checklist for each vacant position, consistent with the College's equal opportunity objective and intent to employ highly qualified candidates. This checklist will outline Human Resource's increased role by having an HR representative on every hiring panel, coordinating the process, enacting employment verifications, and contacting all references, as applicable.

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## Exceptions

At times, there are personnel-related matters, or extenuating circumstances, requiring the Human Resources Department to fill a vacancy without posting the position, such as instances of organizational restructuring; critical operational needs; consultant assignment; interim assignment and temporary assignment. The College President, Chief Operating Officer and Vice President of Human Resources maintain the discretion to fill a vacancy without posting the vacant position, under these extenuating circumstances. Any said extenuating circumstances must be justified in writing.

## Internal Candidates

RVC Employees are required to remain in the position for which they were hired for a minimum of **twelve (12) months** before being eligible to apply for other positions within the College. Employees must also be in **good standing**, as determined through the College's 30/60/90-day review process and ongoing performance expectations of the College. If an employee is on a Performance Improvement Plan (PIP), they are considered ineligible to apply for an internal position for 12 months from the conclusion of their PIP. Exceptions may only be granted with the written approval of their division's Vice President and President of the College. Written approval must be made by the applicant, using the Internal Employment Exception Request form and submitted to Talent Acquisition (TA). TA will forward to assigned divisional HRBP to verify eligibility and route to applicable leadership, for their consideration. Talent Acquisition will notify the employee of the final decision. If approved, employee's application will be forwarded to the hiring supervisor with the approved exception. If denied, Talent Acquisition will make the employee aware of the decision and will not move the application forward.

**Reference:** Board Report 6328

**Implemented:** March 24, 2009

**Revised:** May 15, 2019; February 12, 2026



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**Eligibility Checklist (to be completed by HR)**

**Last Hire Date:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**30/60/90 Review Process Completed:** ( ) Yes ( ) No

**30/60/90 Conclusion Date:** \_\_\_\_\_

**Completed Performance Improvement Plan within 12 months:** ( ) Yes ( ) No

**PIP Conclusion Date:** \_\_\_\_\_

**Formal Disciplinary Action within 12 months:** ( ) Yes ( ) No

**Last effective date of disciplinary action:** \_\_\_\_\_

Verified By (Human Resources Representative) : \_\_\_\_\_

**To be completed by the employee's leadership team (as applicable):**

*Request has been received and Exception is approved.*

Current Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Dean/ Exec. Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Division VP's signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP of HR signature: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_