



Policy

**7120 Recruitment and Hiring**

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity Plan shall be implemented according to Title 5.
- Academic employees shall minimally possess the qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate’s role in local decision making.

The criteria and procedures for hiring classified employees shall be established in accordance with the Board’s policies and reflect job-related selection criteria in accordance with all contractual agreements.

**Cross References (see also):**

- YCCD Policy 3420 – Equal Employment Opportunity
- YCCD Policy 7100 – Commitment to Diversity
- YCCD Policy 7-8047 – Staffing Academic Positions

**References:**

Education Code Sections [70901.2](#), [70902\(b\)\(7\) &\(d\)](#), [87100 et seq.](#), and [87458](#); Title 5 Sections [53000 et seq.](#) and [51023.5](#); [ACCJC Accreditation Standard III.A.1](#); CSEA Chapter 420 Collective Bargaining Agreement; Leadership Team Handbook

**Adopted:** June 28, 2004

**Revision Adopted:** ~~April 9, 2014, March 11, 2015~~, January 11, 2023

**Last Reviewed:** January 11, 2023

## Administrative Procedure

### 7120 Recruitment and Hiring

The Yosemite Community College District Recruitment Process delineates the District’s recruitment and hiring practices and is available on the District’s website. The District Human Resources website includes information and hiring practices related to the following items:

- Recruitment methods (advertising vacancies, internet postings, etc.)
- Positions for which continuous recruitment will occur
- Length of time positions will be advertised that are not continuously recruited
- Application process
- Initial selection procedures: application reviews
- Testing (as appropriate)
- Interview procedures
- Composition of selection committees
- Pre-selection activities
- Reference checks
- Applicant background checks
- Employment offers
- Pre-employment physical examinations

Applicants for positions must submit an application on the District’s online application system available on the District’s Human Resources webpage.

#### References:

Education Code Sections [87100 et seq.](#); [87400](#); and [88003](#); [ACCJC Accreditation Standard II.A.1](#) (formerly III.A)

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**Procedure Last Revised:** ~~June 13, 2007, March 11, 2015~~, January 11, 2023

**Last Reviewed:** January 11, 2023