



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 possess the minimum 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, and also in accordance with all contractual agreements.

The criteria and procedures for hiring classified employees shall reflect job-related selection criteria in accordance with all contractual agreements.

Cross References (see also):

YCCD Policy 3420 – Equal Employment Opportunity Recruitment and Hiring

References:

Education Code Sections [70901.2](#), [70902\(b\)\(7\) &\(d\)](#), and [87100 et seq.](#); Title 5 Sections [53000, et seq.](#) and [51023.5](#); [ACCJC Accreditation Standard III.A.1](#)

Adopted: June 28, 2004

Revision Adopted: ~~April 9, 2014~~, March 11, 2015

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
- 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](#); [88003](#); [ACCJC Accreditation Standard II.A.1](#) (formerly III.A)

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