



Policy Title Employee Recruitment	Original Adoption Date 7/20/1972	Policy Number HR-171
Responsible College Division/Department Human Resources	Responsible College Manager Title Executive Director of Human Resources	
Policy Statement The Human Resources Department coordinates the recruitment, advertising, interviewing, testing, and consultation with the hiring manager for the selection of all employees. Lakeshore Technical College (LTC) announces the need to recruit via an employment opportunity document which provides a summary of essential job functions and responsibilities and levels of skills, abilities, education, and training required as established by job-related position criteria. Applicable benefits and a reference to compensation are indicated along with the work schedule and location. Information is also included about the recruitment process and the need for accommodations at any stage of the process. Individuals must meet the established job-related position criteria in order to be offered employment with the college. Candidates are not eligible for financial assistance for recruitment purposes. Special consideration for financial assistance may be authorized by the president.		
Reason for Policy The recruitment, advertising, interviewing, testing, and selection procedures are established in accordance with employment laws and LTC's policies on Equal Opportunity and Affirmative Action.		
Cross References and Legal Review Reviewed/Revised: 12/20/73; 3/19/81; 11/16/89; 8/18/93; 7/01/02; 12/18/08; 9/16/13; 11/03/15; 6/13/19 Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits		
Definitions		

[Staff Recruitment Procedure](#)