



Policy Title Staff Recruitment	Original Adoption Date 7/20/1972	Policy Number HR-171
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement <p>The Human Resources Department coordinates the recruitment, advertising, interviewing, testing, and selection of all staff.</p> <p>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. The employment opportunity document is posted in designated areas of the College and sent to email Group-LTC Staff. External recruitment includes notifying the public of the intention to recruit through advertising sources and minority and referral agencies.</p> <p>Individuals must meet the established job-related position criteria in order to be offered employment with the college.</p> <p>Generally, candidates are not eligible for financial assistance for recruitment purposes. Special position needs, ability to recruit, and recruitment area may cause special consideration for financial assistance that may be authorized by the president or the district board.</p>		
Reason for Policy <p>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.</p>		
Cross References and Legal Review <p>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</p> <p>Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		
Definitions		