STAFF HIRING HANDBOOK

Contains information regarding:
- Full-time Staff Hiring
- Part-time Staff Hiring
- Search Committee Instructions
-Reference Questionnaire

Prepared by: Human Resources – Updated February 2021

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Contents

INTRODUCTION TO HIRING AT SALT LAKE COMMUNITY COLLEGE (SLCC)

This resource guide should be used by all hiring supervisors and committees involved in filling vacancies at the College. The hiring process outlined in this document applies to full-time and part-time staff and refers to specific forms and authorizations that must be received in order to advertise, interview, and hire a new staff member.

SLCC affirms its continued commitment to a policy of Equal Employment Opportunity and Affirmative Action in all of its hiring practices. Experience has shown that the development and implementation of an Equal Employment Opportunity/Affirmative Action (EEO/AA) hiring process contributes to an expansive search that increases the quality of candidates for vacancies, and hence, the excellence of the College's faculty and staff. The College recognizes that it must develop and implement specific hiring practices and procedures to assure equal employment opportunity and establish an effective affirmative action program. The College's overall affirmative action commitments, programs, and policies are contained in a separate document titled "Affirmative Action Program." SLCC provides individuals with disabilities reasonable accommodations to participate in College activities, programs and services. Individuals with disabilities requiring an accommodation to participate in the hiring process should make a request to the Benefits Office in Human Resources Department. SLCC is an EEO/AA employer and is strongly and actively committed to increasing diversity and providing equal opportunity within its community. SLCC does not discriminate against persons based on age, color, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Questions regarding the College's staff hiring process, recruitment programs, or required forms and authorization for the filling of staff vacancies, should be directed to the Human Resources (HR) Office, (801) 957-4210.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

DIVERSITY HIRING

SLCC strives to hire qualified individuals who are committed to serving students and the community. SLCC actively seeks a diverse workforce in support of its mission of providing quality educational services to an increasingly diverse student body. More information regarding resources in diversity hiring can be found in the "SLCC Diversity Hiring Resource Guide".

Philosophy of Affirmative Action in College Hiring

As an Affirmative Action institution, SLCC is committed to Affirmative Action in recruiting, hiring, and retaining minorities and women. In practice, the College will monitor a hiring department's search activities to assure that a "good faith effort" is made to identify, recruit, and hire minorities and women.

The most frequently asked question regarding affirmative action is how a particular candidate's ability to satisfy a goal should weigh in the overall evaluation of the "best" candidate for the vacancy. The College's position is that all candidates who meet the pre-established minimum qualifications for a job vacancy are qualified. Beyond this, a candidate's qualifications are meaningful only in relation to the specific needs of the department and overall goals of the College. The criteria for selection should include the ability of a candidate to contribute to the College, in this context, the "best" candidate cannot be defined independently, but through the department's need, work of the search committee, and selection by the hiring supervisor.

Hiring Goals

A hiring goal is an objective to promote inclusion in the workforce of individuals previously excluded or under-represented. The College is committed to achieving hiring goals through specific actions to meet the stated compliance. When a hiring goal exists, strategies must be developed and implemented to recruit and hire a qualified woman or minority. One of the most frequently asked questions is what distinguishes a hiring goal from a hiring quota. Hiring goals are established for the hiring year to allow planning and flexibility in meeting goals. Quotas are only imposed by the court where noncompliance is evident and to address a pattern of discriminatory hiring as a result of an agency review.

Good Faith Effort

The term, "good faith effort" when used in relation to compliance with the goals and objectives of an affirmative action program, refers to the efforts exerted by the department to meet a hiring goal. Good faith effort is used to describe an honest effort and purpose to carry out the necessary actions to meet the College's obligation to fill an affirmative action hiring goal. If a hiring department or committee is filling a vacancy with a hiring goal and there is an availability of qualified women or minorities, then their efforts to identify and recruit qualified candidates for the vacancy should be demonstrated by the recruitment activities and the composition of their applicant pool. If a hiring department makes a "good faith effort" to recruit qualified women and minorities but fails to meet an identified affirmative action goal, then the search may be considered to be in compliance with the College's hiring practices.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

HUMAN RESOURCES (HR) CONTACTS

This manual is a resource for hiring full-time and part-time staff. It is designed to guide you through the process and steps from beginning to end. It is also designed to assure compliance with applicable laws, regulations, and SLCC goals, policies, and procedures.

The selection and employment process must be consistent for each applicant and provide the opportunity for the applicants to define why they are the best applicants for the position. We want to ensure a quality process for the hiring of a well-qualified and diversified staff who are committed to our students.

HR is available to assist you in the employment process. We are committed to providing you the tools and services that you need to be effective. If we can assist you in any way, please contact HR at 80-957-4210 or hr@slcc.edu.

HR Contact	Area/Responsibilities	Phone	E-mail
Cindy Barela Employment Manager 2	HR Process, Forms & Employment	4805	cynthia.barela@slcc.edu
Patty Turville HR Coordinator 2	Academic Affairs Gov't Community Relations Institutional Advancement	4427	patty.turville@slcc.edu
Devin Robinson HR Coordinator 1	Finance & Administration Presidents Office VP Institutional Equity, Inclusion & Transformation	4701	drobi135@slcc.edu
Elsa Meyners HR Coordinator 2	Student Affairs Institutional Effectivess	4915	emeyners@slcc.edu
Heather Jordan Interim Director of Employment and Compensation	Oversee staff processes	4324	heather.jordan@slcc.edu
James Broadbent Director, Faculty Services	Oversee faculty processes	4672	james.broadbent@slcc.edu

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

FULL-TIME STAFF HIRING GUIDELINES

The Hiring Process

Establishing/Updating the Position Description

If a new, previously unevaluated position is being considered, a position description must be written, evaluated and approved before the hiring process begins. This is completed on the Position, Applicant, Requisition System (PARS). Tips and templates of position descriptions can be found on the Human Resources - Compensation site.

Job Evaluation

Job evaluation is used to identify, analyze and measure each job against set criteria and weighs the relative value of jobs in a uniform and consistent manner. The HR Office, or the supervisor requests evaluations of positions. Evaluations will be performed on all new jobs, jobs that haven't been previously evaluated, when an existing job has changed 15-20 percent or when the job hasn't been recently evaluated. Evaluations of full time staff positions take place in PARS. The supervisor modifies the existing or writes the new position description and submits the position in PARS for approvals through the appropriate cabinet member (see PARS Handbook for process).

If the department would like to include tradeoffs for experience and education for Non-Exempt and Exempt staff positions the verbiage below must be specified in the position description prior to submitting the position for approvals.

Exempt: Trade off 2:1 in experience/education requirement
Non-Exempt: (for positions requiring an associate's degree or higher): Trade off 1:1 in experience/education requirement.
(For positions requiring only high school or equivalent): Additional education can be substituted for full-time work experience on a 1:1 basis.
Exempt/Non-Exempt positions: Part-time related work experience may be substituted for full-time work experience on a prorated basis.

HR evaluates the position assigning the appropriate classification and salary information and Budget reviews the salary to ensure department has sufficient funds. The department is responsible for funding the position.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Posting the Position

Recruiting and Posting Requirements

Human Resource Coordinators will post the position on jobs.slc.edu through our vendor People Admin, PARS is the internal SLCC name we use for the system.

Responsibility for recruiting is shared with the hiring department, the search committee, and the HR Department.

1. Advertising is required for staff positions. Indicate publication(s) desired and dates the ad is to run. (See chart below for required advertising.) For specific professional and trade journals, include information as to publication dates, phone number of advertising department, etc. The HR coordinator can assist the supervisor in selecting additional websites and publications in which to place the ads.

2. All ads (including part-time) are approved by the HR Department prior to placing the ad. HR can assist in writing the ad at the request of the department, with the supervisor's final approval.

3. Members of the Search Committee are encouraged to contact colleagues and others who may be interested in the position. Additionally, committee members may attempt to network with the intent of increasing the diversity of the applicant pool. They may also send position announcements to other possible interested individuals or organizations. If there is a conflict of interest pertaining to a Committee member, contact the HR coordinator overseeing the search to discuss next steps.

Position	Minimum Number of Posting Days	Advertising Minimum	Minimum Committee Membership
Administrators	5 Working Days	Internal – HR Website External – Monster.com and Higheredjobs.com	Minimum of 3
Exempt Staff	Internal – 5 Working Days External – 5 Working Days	Internal – HR Website External – Monster.com and Higheredjobs.com	Minimum of 3
Non-exempt Staff	Internal – 5 Working Days External – 5 Working Days	Internal – HR Website External – Monster.com and Higheredjobs.com	Minimum of 3
Temporary Staff	Not Required	Not required	Not required

For a list of additional job posting resources focused on diversity in higher education, please see the Diversity Hiring Guide.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Search Committee Instructions for Full-time Positions

The hiring supervisor/committee chair will organize a meeting for all committee members. When selecting members of the search committee, include employees who will bring diverse outlooks and who are respectful of different cultures and characteristics.

HR is available to provide instructions and discuss the process and to meet with a committee as requested.

*Meetings are taking place through technology due to Covid – use Zoom, WebEx, Skype.

If a member of the committee is not available to continue to serve on the committee, contact the HR coordinator overseeing the search.

It is the policy of the College to hire women and minorities to fill College AA goals. All committee members will attend every committee meeting and help ensure that all applicants are treated consistently and fairly, especially consciously avoiding any implicit biases that may occur. Committee members will encourage each other to avoid all types of discrimination.

The chair is responsible for scheduling, attending, and conducting committee meetings. The screening of each applicant by the Search Committee consists of three parts:
1) Minimum screening based on the minimum requirements defined in the job posting
2) Evaluate each applicant's submitted materials per the criteria established in the online job posting.
3) Interview those selected applicants to evaluate those qualities which cannot be measured by the written documentation.

The Chair is responsible to see that all materials submitted by the applicants are safeguarded against loss and/or improper disclosure. Materials should not be shared with anyone outside of the committee.
Each committee members will have access to applications electronically through PARS.

The Committee schedules meeting times in advance to avoid scheduling conflicts and ensures that the screening process is done in a timely manner.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Review of Applications

<u>Minimum Screening:</u>

The recommended time of completion for the search process is 30 calendar days or less. The chair and one other person on the committee will independently screen all applications for minimum requirements Where there is a disagreement on whether an applicant meets minimums, HR advocates to include applicants who are questionable. The content comes from the posting and is typically the education minimum requirement and years of experience requirement. Example:

Applicant's Name:

Bachelor's Degree	Yes or No
2 years experience	Yes or No

This can be completed on a spreadsheet or individual sheets for paper. Both screeners sign the document(s). You can email your HR coordinator to receive an electronic version of the template.

Excel Template (recommended):

Minimum Requirements

Completed by:	
Position Title:	
Requisition Number:	

Applicant	Date Applied	Education Minimum		Direct Work Experience		Meet minimum requirements
		Yes	No	Yes	No	
Applicant 1	1-Apr	X			X	**NO**
Applicant 2	9-Apr		X		X	**NO**
Applicant 3	30-Mar	X		X		**YES**
Signed by Chair					**date**	
Committee Member					**date**	

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Screening Criteria:

HR approves the Screening Criteria document in advance. All criteria used are found in the posting in PARS. The committee independently scores applicants meeting minimum requirements. Once all committee members have their scores, the committee will meet together and review scores for any discrepancies. All committee members do the scoring and participate in the review.

Examples of Criteria Screening:

Screening Criteria Applicant Name: Position: Date: Rate from 0-5, with 5 being the highest	
1. Proficiency in general office procedures (phone etiquette, customer service, tracking budgets, filing, and inventory)	
2. Preparation of business correspondence, reports, forms	
3. Strong computer skills	
4. Attention to detail	
5. Ability to communicate clearly in verbal and written format	
6. Able to work independently and as a team member	
Reviewers Signature:	Date:

Excel Template (recommended):

Screening Criteria

Completed by:	
Position Title:	
Requisition Number:	

Applicant	Date Applied	Criteria#1 Points 0 = no exp 3 = some 5 = all	Criteria #2 0 = no 1 = 1 year 2 = 2 years 3= 3 years 4 = 4 years	Criteria #3 2 = Beginner 4 = Intermediate 6 = Advanced 8 = Expert	Criteria #4	Criteria #5	Totals
Applicant 1	1-Apr	0	0	2	0	0	3
Applicant 2	9-Apr	3	2	3	2	0	13
Applicant 3	30-Mar	5	4	3	4	3	23

Application Material:

Each applicant is rated on the information available in the application materials submitted. This includes the application, resume, cover letter, transcripts, and other attached documentation. The presence or lack of required application documentation must not be used as a point factor in rating the applicant.

Experience:

Required experience is normally considered to be full-time equivalent and paid. The committee considers part-time employment and calculates accordingly if specified as a trade off in the Minimum Requirements. Each committee decides what is considered "relevant" or "related" education/experience for the position.

REMEMBER: All names, information, rankings etc. are confidential!!! Do not discuss with anyone outside the Committee.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

<u>Veteran's Preference</u>

Salt Lake Community College complies with the State of Utah Veteran's Preference Act. The Act requires that we give preference to each eligible veteran applicant that meets our minimum qualifications. The College accomplishes this by:

1. The committee is notified by the answer on the application for each candidate regarding Veteran's Preference. The DD-214 must be attached in the documents.

2. The committee adds **5%** of the **total possible points** to the score of each eligible **veteran** at the paper screening and interview stages of the hiring process.

3. The committee adds **10%** of the **total possible points** to the score of each eligible **disabled veteran** (indicated on the DD-214) at the paper screening and interview stages of the hiring process.

<u>Example:</u>

I. Total Possible Points:
    a. There are eight questions with five points possible per question. (8 x 5 = 40)   40
    b. There are five committee members.   x 5
    c. There is a total of 200 points possible. (5 x 40 = 200)   200

II. Veteran's Preference Points:
    a. Veteran will receive an additional 5% of possible points.   200
                                                                                      x .05
    b. The additional 10 points will be added to the total score. (200 x 5% = 10)   10

    Disabled veteran will receive 10% of possible points.   200
                                                                                      x .10
    a. The additional 20 points will be added to the total score. (200 x 10% = 20)   20

REMEMBER: The preference points are calculated on the **total points possible** from all committee members. The additional points are to be added to the veteran's total points before any averaging or ranking is done. If there are questions regarding this process or eligibility, contact HR.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Interview:

The committee will send the Interview Questions to HR for review and approval at least 2-3 days (or earlier) prior to the scheduled interviews. The committee will interview the highest ranked applicants from the Criteria Screening, typically more than three. The scoring points available on the interview are typically 0-5 or 0-10.

*Interviews are taking place through technology due to Covid – use Zoom, WebEx, Skype.

Committee members will ask the candidate the approved interview questions to the candidate. The questions are not provided to candidates ahead of time or during the interview to ensure a fair and equitable search process.

If the hiring supervisor is not on the hiring committee, the committee will forward the highest ranked applicants (a minimum of three) to the hiring supervisor in alphabetical order. With approval of the hiring supervisor and HR, the committee may forward less than three names based upon the strength of the pool.

The hiring supervisor conducts a final interview and selects the final candidate to hire.

With Cabinet member approval, finalists may be asked to further interview with appropriate constituents groups. HR will place the approval in the search file for the position.

If an applicant requests an accommodation, please contact the Benefits office in the HR Department. If an accommodation is necessary, the committee chair and the HR coordinator will be notified. Committee work may be delayed depending on the time of the request. **Do not deny an accommodation request without sending the applicant to the Benefits Office in HR first.**

Supervisors are encouraged to hire women and/or minority applicant(s) from among the group of qualified applicants as appropriate. The hiring supervisor shall keep in mind the goals of the College, to correct underutilization of minorities and/or women in the College workforce. The purpose is to help departments and the College meet their affirmative action goals.

The committee chair will forward the results of the minimum requirements, screening criteria and interview question sheets to HR.

Interview Questions

		SCORE
Completed by:		
Position Title:		
Requisition Number:		
Applicant Name:		
#1	Interview Question number 1	
#2		
#3		

Excel Template (recommended):

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Reference Checks

The Hiring Supervisor will complete reference checks on the selected applicant. (See Appendix B of this document for the pre-approved questions.) Request a list of three references once you have selected your final candidate. We strongly encourage you to receive the information for the current employer as a reference, but please respect the wishes of the applicant.

If the Hiring Supervisor rejects the applicant, they will inform the committee of the decision and determine if the next candidate should be offered the position, or if the committee should consider other candidates that have applied since the screenings occurred, or if the position should be reposted.

Selection and Job Offer Process

Selection and Job Offer

For staff and administrative positions, after receiving input from the committee, the hiring supervisor will make the final hiring selection.

Before a job offer is made, the following must be completed:

1. If the selected applicant has a relative currently employed, full or part-time, at the College, approval must be obtained from the appropriate Cabinet member before the background check will be entered or an offer can be extended. For details, see the Employment of Relatives Form.

2. Credentials, screening criteria, interview ratings, and the completed Applicant Summary Chart must be submitted to the HR coordinator.

3. A Recommended starting salary form is completed by the hiring supervisor and the HR coordinator. Staff Salary Recommendation Form & Salary Schedule

4. A background check form will be submitted to HR for processing. Criminal Background Check Authorization Form. If the selected candidate has a conviction, it must be reviewed with HR for discussion.

5. A contingent offer letter is provided by HR to the hiring supervisor through email in order to make the offer. Please notify HR, as soon as possible, if the candidate accepts the offer.

6. Official college transcripts are to be submitted to HR within 30 days of the new hire starting date.

New Hire Paperwork

*The HR coordinator will contact the hiring manager with details on if the new hire paperwork will be completed through the EPAF process or through an Etrieve New Hire and what other items (if any) are needed. http://i.slcc.edu/hr/forms.aspx#PAF

Onboarding will be in contact to coordinate the completion of new hire paperwork online, page 2 of the I-9 including a new hire bringing employment and identity documents are completed in person.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

New Employee Orientation

The new employee will report for work as determined by the HR coordinator and the Supervisor, on the first or the sixteenth of the month. HR has Electronic Onboarding where most of the new employee paperwork is completed, you will be contacted by HR/Onboarding with details on what needed per new hire. Onboarding will be in contact to coordinate the completion of the I-9 form in the HR office.
The new employee completes the Online Orientation, along with the New Employee Training presented by OIT. The supervisor also provides the new employee with the Required Training schedule.

Supervisors are required to send full-time staff to the first Bruin Beginnings offered after hire. Please see the Bruin Beginnings site for the upcoming schedule. Staff Development will be in contact to coordinate the new hire's attendance. Where appropriate, consider sharing information about the community and diverse resources and network.

The HR Benefits team will assist the new employee in selecting and enrolling in the College's insurance and retirement programs. Benefits (Health insurance) will become effective on the first or sixteenth of the month regardless of the hire date. A member of the HR Benefits team will be in contact with the new full time hire to attend the Benefits Orientation.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

<p align="center">**PART-TIME STAFF HIRING GUIDELINES**</p>

Part-time Staff Hiring Process

Once funding is obtained by the hiring supervisor for a part-time position, the hiring supervisor decides the title and the associated wage based on what would best suit the needs of the department. A list of current part-time titles and hourly rates can be found online on the Hourly & Instructional Rate Schedule.

Requisition Forms

It is the responsibility of the hiring supervisor to acquire all necessary approvals and to ensure budget is available prior to initiating the requisition process for approval and posting of the position. Once approval is obtained, complete the online Personnel Requisition (found at http://jobs.slcc.edu/hr (PARS)). This form also outlines advertising information and search committee information if applicable.

Position Announcement

The position announcement is part of the requisition. It outlines position responsibilities and minimum education, work experience, skills and abilities required. This information is obtained from the part-time staff title, description and hourly rate list, the position announcement should also include specific department needs/requirements. Help is available as needed from HR.

Recruiting and Posting Requirements

Responsibility for recruiting is shared with the hiring department and the HR Department.

Part-time positions will be posted internally and/or externally and will be posted by HR on the website.

All ads (including part-time) are approved by HR Department prior to placing the ad. HR will assist in writing the ad, at the request of the department, with supervisor's final approval. A department index and account is required for billing purposes.

The hiring supervisor interviews applicants and makes a selection.

It is the hiring supervisor discretion to use a committee approach. If it is decided to use a committee approach, the full-time outline is applicable.

Selection Process

If an applicant requests an accommodation, please contact the Benefits office in the HR Department. If an accommodation is necessary, the committee chair and the HR coordinator will be notified. Committee work may be delayed depending on the time of the request. **Do not deny an accommodation request without sending the applicant to the Benefits Office in HR first.**

Supervisors are encouraged to hire women and/or minority applicant(s) from among the group of qualified applicants as appropriate. The hiring supervisor shall keep in mind the College's goal to correct

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

underutilization of minorities and/or women in the College workforce. The purpose is to help departments and the College meet their affirmative action goals.

The Hiring Supervisor will complete reference checks on the selected applicant. See the last page for list of approved questions.

Job Offer Process

Before a job offer is made, the following must be completed:

If the selected applicant has a relative currently employed, full or part-time, at the College, approval must be obtained from the appropriate Cabinet member before the background check will be entered or an offer can be extended. For details, see the Employment of Relatives Form.

The hiring supervisor notifies unsuccessful applicants they are no longer in the process. For pooled position, the applicants can remain in the pool. The hiring manager contacts HR to request the posting closed if no further candidates are needed at this time.

Reference checks are required on all positions. The hiring supervisor is responsible for completing the reference checks

New Employee Orientation

The new employee will report for work as determined by the hiring supervisor.

The supervisor should meet with the new employee within the first three days of employment to discuss their responsibilities and duties of the position. Where appropriate, consider sharing information about the community and diverse resources and network.

New Hire Paperwork
*An Etrieve New Hire PAF is initiated online by the hiring manager/admin.
http://i.slcc.edu/hr/forms.aspx#PAF

Onboarding will be in contact to coordinate the completion of new hire paperwork online, page 2 of the I-9 including a new hire bringing employment and identity documents are completed in person.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

APPENDIX A - LAWS

Equal Employment Opportunity

Title VII of the Civil Rights Act of 1964

Title VII as amended and expanded by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits employers, unions and employment agencies from discriminating in employment on the basis of race, color, religion, national origin and gender. Title VII also prohibits discrimination because of pregnancy, childbirth or related conditions. Employers are prohibited from discriminating in hiring, firing, compensation or any terms, conditions or privileges of employment; nor can they limit, segregate or classify employees or applicants by race, color, religion, gender, pregnancy or national origin in any way that would adversely affect their employment status. Apprenticeship and training programs are also covered by this Act.

Age Discrimination in Employment Act of 1967 (ADEA)

The ADEA prohibits discrimination on the basis of age for people 40 years of age or older. Unless age relates to successful performance of the job, it is unlawful to ask the applicant to provide information about age. An applicant can be asked whether they are over the age of 18 for the purpose of determining whether he or she is old enough to be lawfully hired.

The Immigration Reform and Control Act of 1986 (IRCA)

The IRCA as amended by the Immigration Act of 1990, prohibits discrimination in employment on the basis of national origin and citizenship status. Under IRCA's record-keeping requirements, all employers must examine documentation from all new employees to verify their citizenship status or right to work in the United States. Employers must use an I-9 form to verify an employee's identity and employment authorization. New employees **must** complete the I-9 within three business days of commencing work.

Rehabilitation Act of 1973

The Rehabilitation Act requires institutions that receive federal funds to take affirmative action to employ and advance in employment qualified individuals with disabilities.

The Americans with Disabilities Act of 1990 (ADA)

The ADA prohibits discrimination in employment against "qualified individuals with disabilities." The ADA also prohibits employment discrimination against qualified individuals who are perceived to have a disability, or because of an association with an individual who has a disability. Employers are required to provide reasonable accommodations to qualified applicants or employees with disabilities unless the accommodation causes an undue hardship.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

Utah Veterans' Preference Act (1993)

The Act requires that each state entity give preference to each eligible veteran applicant that meets our minimum qualifications. Each eligible veteran will received an additional 5% of the total possible points and disabled veterans will receive an additional 10% of the total possible points. To be eligible, a person claiming veterans' preference will be required to submit a DD-214 form. This form may be obtained from the veterans' branch of the Military Agency for which they rendered service.

Executive Order 11246

Executive Order 11246 requires that all federal contractors take affirmative action to recruit, hire, and promote minorities and women. The order also prohibits institutions from discriminating in employment on the basis of race, gender, religion, color, or national origin. While the College is not a federal contractor, the College follows many of the programs designed to promote minorities and women.

Utilization Analysis under Executive Order 11246

The utilization analysis is a key document required of the College and monitored by the Office of Federal Contract Compliance Programs. It identifies comparative data for minorities and/or women between the SLCC workforce and published statistics. If the workforce data equals, or is greater than the availability data, the job category is utilized. If the availability data exceeds the workforce data, then goals will be produced and monitored. For more information see the College's Affirmative Action Program publication.

Salt Lake
Community
College
Human Resources
Phone: 801-957-4210
Mail Code: HR

APPENDIX B - Questionnaires for Reference Checks

The Hiring Supervisor completes reference checks on the selected finalist. The following pages are pre-approved questions to use as a guide for employer or non-employer references.

Questionnaire for Employer References

Candidate's Name:
Position Title:
Name of Reference/Contact:
Title:
Company/Institution Name:
Phone number:

Suggested Questions:

1. _____ has stated that he/she was in _____ position. Can you confirm this? ☐Yes or ☐No

2. The dates specified were _____ to _____, is this correct?
☐Yes or ☐ No

3. Would you rehire this individual? ☐ Yes or ☐ No

4. What are his/her strengths?

5. Are there any areas of improvement?

6. Did he/she get along with people?

7. What was his/her attendance?

8. What was his/her reason for leaving?

Any other additional information you would like to share with us?

Interviewer: _____ Date: _____

Questionnaire for References
(Other than Employer References)

Candidate's Name:	
Position Title:	
Name of Reference/Contact:	
Title:	
Company/Institution Name:	
Phone number:	

Suggested Questions:

1. ___ has applied for the position of ___ at Salt Lake Community College and has listed your name as a reference. How long have you known him/her? _____

2. In what capacity?

3. On a scale of 1 to 5, with 5 being the high, how would you rate this person for the following:
   - _____ Professionalism
   - _____ Public Relations Skills
   - _____ Attitude Portrayal
   - _____ Punctuality/Reliability
   - _____ Integrity

4. Based on your experience with the candidate, in your opinion, why would this individual be a good employee?

Any other additional information you would like to share with us?

Interviewer: _____ Date: _____