PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

It is in the best interest of the institution, both externally and internally, to have a consistent procedure for the employment of personnel. It is also in the best interest of the potential employees to have a hiring procedure that assures them that affirmative action and equal employment opportunities are an integrated part of the institution’s hiring practices.

PROCEDURE

A. Establishing New Positions

1. Ideally, all new positions will be requested as a part of the annual budget process. Upon institutional approval of available F.T.E. and source of funds, a position description describing the functions and specific duties of the position
and the minimum qualifications required to perform these duties must be developed by the supervisor and forwarded to the Human Resources Office for review and comment.

2. After gaining all institutional approvals, the Human Resources Director will forward the position description to the State Tech Human Resources Management Division for appropriate action. The State Tech Human Resources Management Division will review the position description and forward it to the Office of Human Resources for establishment. When the Office of Human Resources has established and approved the new position, the college may begin the recruitment process.

B. Vacant Positions

1. When an existing position is vacated and institutional approval from the appropriate Vice President to fill the position has been received, the Human Resources Office will furnish the supervisor a copy of the current position description for review and update, if necessary. If the position description accurately reflects the duties and responsibilities of the position, the recruitment process may begin.

2. If the duties and responsibilities have changed, it will be necessary to update the position description. The Human Resources Director will submit the updated position description to the State Tech Human Resources Services Division for classification review. When the update process is completed, the recruitment process may begin.

C. Recruitment

1. External Recruitment

   a. All advertisement for potential employees will originate from the Human Resources Office.

   b. The Human Resources Office will secure initialed approval from the appropriate supervisors concerning all printed advertisement.

   c. Upon approval, the Human Resources Office will prepare and submit a requisition for advertisement to the Business Office as needed.
d. The Human Resources Office will be responsible for posting a completed “Notice of Vacancy” form (TCL Form PER-1) for the position throughout the College and its extensions, as well as all other Technical Colleges and State Tech Human Resources Services Division for posting. Furthermore, to ensure an effective affirmative action program, the “Notice of Job Opening” will be sent to predominantly minority and female colleges, State Employment Offices, Office of Human Resources (OHR) Recruitment Unit, local and state newspapers, and other recruiting sources available to meet the needs of the College.

e. If the initial pool of applicants does not provide an adequate number of minority or female representation and the position is in an ethnicity/gender group that has an under utilization, the position will be readvertised extending the closing date.

2. Internal Recruitment

a. The Human Resources Office will be responsible for posting a completed “Notice of Vacancy” form (TCL Form PER-1) for the position for internal posting. The “Notice of Vacancy” form for the internal posting will be emailed to “All Employees” and posted on the bulletin board at the Beaufort, New River, and Hampton campuses.

b. Internal postings will require interested current employees (permanent or temporary) to submit a State of SC Employment Application.

D. Notification of Applicants

1. All applicants will be notified by the Human Resources Office concerning a time for a skill test and/or interview. All skill’s testing will be coordinated through the Human Resources Office.

2. Upon completion of the interview process (see Section 5), the Human Resources Director will contact the prospective employee concerning salary, starting dates, etc. Upon completion of all negotiations, the President will confirm the starting date, salary, etc. in a letter to the prospective employee.

3. The Human Resources Office will notify all unsuccessful applicants that they have not been selected and inform them on how to apply for future vacancies.
E. Interview Committee

1. An interview committee for each prospective position will be determined by the President or Vice President for their responsible division (area) and the institutional EEO officer. Each committee will consist of a designated chairperson and three or four additional committee members to include the immediate supervisor and ethnicity/gender representation. A memorandum from the President or Vice President indicating the committee assignments will be circulated to the appropriate faculty, staff and Human Resources Office.

2. The Human Resources Office will review all applications to determine which applicants possess the minimum qualification for the position. If a determination cannot be readily assessed, the applicant will be passed for the chairperson and/or interview committee to determine. Those not possessing the minimum qualifications will be notified promptly by the Human Resources Office.

3. Upon completion of the above review, no more than 3 days after the closing date, the Human Resources Office will notify the chairperson that applications are ready to be screened. The chairperson will coordinate with the committee regarding a review of online applications. The Human Resources Office will provide additional documentation not attached online, i.e. transcripts, to the chairperson upon request.

4. The chairperson will submit the TCL Form PER-6 to the Human Resources Director with the recommendation of candidates for interview.

5. Unless otherwise designated, all interviews will be conducted in the Anderson Hall conference room located adjacent to the Human Resources Office.

6. An approved interview form (TCL Form PER-4) should be completed by the chairperson and will be made available to the committee by the Human Resources Office along with applications, additional documentation, and Recommendation for Employment form (TCL Form PER-5).

7. Prior to the interviews, the EEO officer/or designee will meet with the committee and apprise the members of our Affirmative Action Plan and the equal employment opportunity aspects of the institution’s hiring policy. In keeping with commitments made in our Affirmative Action Plan, the ethnicity/gender statistical
balance of the institution and/or the particular department or section in which a vacancy is to be filled should be a primary consideration in the selection process.

8. The interview committee is not authorized to discuss salary with the candidates. All questions concerning salary are to be directed to the Human Resources Director.

9. At the conclusion of each candidate’s interview, the TCL Form PER-4 is completed by each committee member and collected by the chairperson. If more than one candidate is to be interviewed, then this procedure is to be completed prior to interviewing the next candidate.

10. At the conclusion of all interviews for the position, the chairperson summarizes the interview records of all candidates and consults with the members of the committee. The chairperson will complete the appropriate sections on the Recommendation for Employment form (TCL Form PER-5), listing the selected candidate(s) in priority order and justification. The President may require a final interview of the selected candidates before the hiring decision is made.

11. The Human Resources Office will complete the criminal background check (for internal and external candidates) and basic reference checks using the Reference Request Authorization form (TCL Form PER-2) or in those cases where there is a shortness of time, the Human Resources Office will use a Telephone Reference Check form (TCL Form PER-3). Under the guidance of the Human Resources Director, the committee chairperson may assist with the reference checks or complete a specialized reference check. After all references have been checked, the Human Resources Director will forward the TCL Form PER-5 to the office of the President.

12. The President, upon approval of the recommendation, will affix his/her signature and return the form to the Human Resources Office.

13. The Human Resources Office will notify the President and Supervisor of the candidate’s acceptance or rejection of employment.
NOTICE OF VACANCY

POSITION TITLE: 

DEPARTMENT: 

DESCRIPTION OF POSITION: 

QUALIFICATIONS: 

SALARY: 

DEADLINE FOR APPLICATIONS: 

TO APPLY: Visit the SC State Jobs website (www.jobs.sc.gov) to apply online.

Technical College of the Lowcountry is a public two-year technical college with three campuses, which serve four counties in the southern coastal region of South Carolina. The main campus is located in Beaufort in the South Carolina Lowcountry on the coast between the historic cities of Savannah and Charleston and adjacent to the resort area of Hilton Head Island.

If special accommodations or assistance will be needed during the application or interviewing process, please contact the Personnel Director, Sona Lyttle, 843-525-8248, Building 3, Room 104

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/ADA EMPLOYER.

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.

DATE
Position #: Class Code: Slot

TCL Form PER1
Dear Mr. Name:

In order to complete our personnel processing of the below named person, we would greatly appreciate your verification of the following information:

Applicant’s Name:____________________________ SSN: ______________________
Position Held:________________________________Salary: ____________________
Previous Position Held _________________________________
Employment From _____________________ To ______________________________
Eligible for Re-Employment Yes__________________________ No ______________________
Reason for Leaving ________________________________

Please rate Applicant on the following characteristics:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>To what degree was this employee dependable and trustworthy?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To what degree was this employee’s services satisfactory?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To what degree did this employee fit in with his fellow employees? (well-liked, cooperative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To what degree did this employee assume responsibility?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Did this employee have excessive absenteeism? Yes_____ No_____
If so, to what degree and for what reason? ____________________________________

TCL Form PER-2
Enclosed is a copy of his/her approval for release of the requested information.

A self-addressed stamped envelope is enclosed for your convenience.

Thank you for assisting us in the completion of this reference check. Should there be any questions, please call me at (843-525-8248).

Sincerely,

Personnel Director

attachments (2)
TELEPHONE REFERENCE CHECK

Name of Applicant______________________________________________

Position Applied for____________________________________________

Company's Name & Address________________________________________

Name & Position of Person talked to________________________________

Was _________ employed by you? Yes____  No____

What were the dates of his/her employment? From_________ To_________

From_________ To_________

Title of position hired for:_________________________________________

Did he/she advance to a higher level position?________________________

What was the nature of his/her duties?_______________________________

Did he/she follow instructions well? Yes____  No____

How would you rate him/her on his/her performance on his/her job(s)? Poor____ Average____

Below Average____  Good _____  Excellent ______

How did he/she get along with his/her supervisor, fellow employees/customers)?____________________________

Did he/she have excessive absenteeism? Yes____  No____ If yes, to what degree and for what reasons?__________

What was his/her salary or wage?___________________________________

Is he/she eligible for rehire? Yes____  No____ If no, reason.____________

What were his/her reasons for leaving?_______________________________

Was notice given? Yes____  No________

Do you believe he/she has the required skills for the position of________

General impression of Telephone Interview____________________________

I hereby authorize you to use this form to attain information concerning my previous employment and any pertinent information that my past employer might have.

Applicant's Signature___________________________________________  Date __________

TCL Form PER-3
APPLICANT’S NAME: __________________________

RECORD OF INTERVIEW SHEET FOR THE POSITION OF _____________________________

Question 1:
Comments: ________________________________________________________________

Question 2:
Comments: ________________________________________________________________

Question 3:
Comments: ________________________________________________________________

Question 4:
Comments: ________________________________________________________________

Question 5:
Comments: ________________________________________________________________

Applicant possesses proficiency in writing and speaking the English language.  Yes   No

Additional Comments: __________________________________________________________

____________________________________________________________________________

Interviewer’s Signature: __________________________________________ Date: __________

Interviewer’s Name: ______________________________________(Please Print)

TCL Form PER-4   Revised 10/08
RECOMMENDATION FOR EMPLOYMENT

1. Position Title: ________________________________________________

2. Affirmative Action:
   
a. A copy of the advertisement is attached.
   
b. The locations in which the advertisement appeared and the number of days it ran are as follows:
   
   __________________________________________
   
   c. Places and times of external announcements of position:
      
      All SC Technical Colleges; DHEC, Job Service, SC Human Affairs Commission (through OHR software program)
      
   d. Places and times of internal announcements of position:
      
      Bulletin board of the TCL Beaufort Campus, the bulletin board of the Hampton Campus, and the bulletin board of The New River Campus, www.tcl.edu
      
   e. The institutional affirmative action plan has been followed in advertising for this position and in the selection process.

   __________________________________________
   
   Date                     Institutional EEO Officer

3. The attached printout from the online application system identifies those persons applying for this position.

4. The applicants were screened in accordance with the criteria as stated in the job vacancy (see attached vacancy notice).

5. The results of the interview committee (see attached Interview Committee Memo) are attached (TCL PER-6).

6. The Interview Schedule is attached showing the dates, times, and candidates interviewed.
RECOMMENDATION FOR EMPLOYMENT

7. Record of Interview forms of the person(s) are attached.

8. After carefully evaluating the results of the interviews, the following person(s) in order of priority are recommended by the Interview Committee for the Position.

1st:

2nd:

3rd:

Comments/Justification provided by Chairperson:

Date

Interview Committee Chairperson

9. I have reviewed this entire file and verify that everything is in order.

Date

Human Resources Manager

10. I Approve Candidate Number _____:

Date

President

11. Additional comments:

Date

TCL Form PER-5

Revised 10-13-08
RECOMMENDATION OF CANDIDATES & INTERVIEW SCHEDULE REQUEST

POSITION: ____________________________________________________________

# OF CANDIDATES TO BE INTERVIEWED: ________________________________

Listed below are those top candidates the committee desires to interview for
the position:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Requested Interview Date(s):

Requested Interview Starting Time:

Individual Interviews to Last: ___________ Hours ___________ Minutes
(to include interview questioning, presentation, tour, etc).

Location: Anderson Hall Conference Room

Presentation Required: Yes [ ] No [ ]
Describe Presentation Required of Candidate:
____________________________________________________________________

Additional Documentation, i.e. writing samples: Yes [ ] No [ ]
Describe Additional Documentation required:
____________________________________________________________________

Is additional equipment needed for the interview? Yes [ ] No [ ]
Describe Additional equipment needed:
____________________________________________________________________

Committee Chairperson Signature: ________________________________
Please print name: _____________________________
Date: ____________________________

TCL Form PER-6 10/06/08