

Sierra College

ADMINISTRATIVE PROCEDURE

AP 7120

Recruitment and Hiring

Date Adopted:	5/1/1986
Date Revised:	3/20/2015
Date Reviewed:	3/20/2015
References:	Education Code Sections 87100 et seq., 87400, 88003; Accreditation Standard III.A; Sierra College Hiring Cycle

The Sierra College Hiring Cycle manual delineates the District's recruitment and hiring practices. The Hiring Cycle manual includes information on the District's recruitment 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 instruments
- Initial selection procedures: application reviews
- Testing (as appropriate)
- Interview procedures
- Composition of selection committees
- Pre-selection activities
- Reference checks (See AP 7126)
- Employment offers
- Pre-employment physical examinations

See Board Policy 7120.