

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7120

### Recruitment and Hiring

Date Adopted: 5/1/1986

Date Revised: 12/12/2025

Date Reviewed: 12/12/2025

References: Education Code Sections 87100 et seq., 87400, 87604.5, 88003; Accreditation Standard 3; Sierra College Recruitment and Hiring Manual

The Sierra College Recruitment and Hiring Manual delineates the District's recruitment and hiring practices. The Recruitment and Hiring 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)
- Applicant disclosure of sexual harassment
- Employment offers
- Pre-employment physical examinations (as applicable)

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals.

### Equal Opportunity Employment Plan

The District's Equal Employment Opportunity Plan will document the multiple measures that

capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The President/Superintendent shall regularly provide the Board with a report regarding the District's EEO Plan.

See Board Policy 7120.