

**WALLA WALLA COMMUNITY COLLEGE  
CLASSIFIED PERSONNEL SELECTION  
ADMINISTRATIVE PROCEDURE 5230**

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**I. INTRODUCTION**

- A. Walla Walla Community College (WWCC) strives to recruit and hire highly qualified personnel. In accordance with the Collective Bargaining Agreement and statutory requirements, the College has established this Administrative Procedure for the recruitment, assessment, certification and appointment of classified employees.
- B. The College will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification.

**II. APPLICABILITY**

This procedure applies to all classified employees and individuals submitting applications for employment to the classified service.

**III. PROCEDURE**

- A. Hiring officials must have appropriate internal approval prior to recruitment or filling of a new or existing position.
- B. Recruitment
  - 1. The College will use the recruiting methods it determines to be most appropriate for hiring needs.
  - 2. Position Announcements will be publicly posted for at least ten (10) calendar days.
  - 3. The College reserves the right to cancel a posted recruitment.
- C. Application
  - 1. Applicants will be required to submit application materials as specified on the Position Announcement.
  - 2. The submission of false or misleading information may lead to disqualification of an applicant or termination of employment, if such is discovered after appointment.
- D. Screening
  - 1. The Human Resource Director/designee will determine the screening methods to be used that will best evaluate applicant skills and abilities.
  - 2. Screening methods may include, but are not limited to: reviewing applications, resumes and supplemental questionnaires; requesting a skills demonstration or documentation of skill proficiency; and/or interviewing applicants.
  - 3. Applicants may be subject to pre-employment screening checks including, but not limited to: credit and/or criminal history checks; driving record/license validation; and/or drug/alcohol testing.
  - 4. After a conditional offer of employment has been made, applicants may be required to pass a medical or psychological examination relevant to the demands of the work. If a medical or psychological exam reveals a job-related disability and the applicant is otherwise qualified, the College must consider ways to provide reasonable accommodation for the disability before making an appointment decision.
  - 5. The Human Resource Director may end consideration of an applicant at any time during the screening process without the right of review, hearing or appeal.

- E. Certification
  1. Only applicants who have the skills and abilities to perform the duties of the position will be certified. The Human Resource Director/designee will determine the number of applicants to be certified to the hiring official for consideration.
  2. All employees on the internal layoff list for the classification will be certified and the most senior will be appointed.
  3. If there are no names on the internal layoff list, all promotional transfer and voluntary demotion candidates, as well as veterans, veteran's widows or widowers [as prescribed by Revised Code of Washington (RCW) 73.16.010], will be certified and considered by the hiring official prior to consideration of other candidates.
  4. The employing official must consider all eligible candidates that have been certified.
- F. Reasonable Accommodation
  1. An applicant who needs reasonable accommodation in the application or screening process is responsible for requesting reasonable accommodation.
  2. The College is responsible for providing reasonable accommodation unless doing so is an undue hardship.
- G. Appointment
  1. Appointee's will serve a probationary, trial service or transition review period in accordance with Article 4.5 of the negotiated Collective Bargaining Agreement.

**IV. AUTHORITY**

The authority for this procedure comes from RCW 41.04.010 and 73.16.010; Collective Bargaining Agreement, by and between the State of Washington and WPEA HE, Articles 4 and 36; and, Washington Administrative Code (WAC). WWCC Administrative Council adopted an Administrative Procedure on March 3, 2008. This Administrative Procedure supersedes it.

<p><b>Policy Contact:</b> <u>VP of Human Resources</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Steve VanAusdle, President</u></p> <p><b>Date Originally Approved:</b> <u>July 6, 2009</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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