

## Full Search Committee Alternative for Internal, Temporary, Non-Unit Professional Hires

### Definitions

- **Temporary:** Any appointment of a professional to a position that neither qualifies as “acting” or “interim” but that will last up to one year in duration and is not expected to continue past the identified time period.
- **Acting Appointment** (from [NUP Handbook](#)): A temporary appointment of a professional to a position when the incumbent has left the position, but is expected to return.
- **Interim Appointment** (from [NUP Handbook](#)): A temporary appointment to a vacant professional position while recruitment to fill the position is underway. A professional serving in an interim appointment is eligible to apply for the permanent position.
- **Internal Posting:** Job posting that is open exclusively to current Bristol Community College employees, who are in any classification (i.e. unit, non-unit, full-time/part-time status, etc.).

### Process

For NUP positions which are *temporary, acting, or interim* positions, as defined above, and which are designated for *internal posting only*, the following search process shall apply:

- Recruitment Request must be submitted in Interview Exchange, including a rationale for PLT’s approval.
- The position shall be posted as Temporary, Acting, or Interim and shall state the applicable status in the posted position title. It will be posted for the standard 10 calendar days and will be listed in Bristol Weekly.
- The search committee will not be responsible for screening resumes/applications or putting forward the list of finalists to the Hiring Manager, according to the standard search committee process.
- In lieu of the standard search committee process:
  - The Hiring Manager will screen the resumes/applications of all applicants, utilizing a weighted screening rubric, with input from an Affirmative Action Committee designee.
  - Personnel files of all internal applicants must be reviewed at this stage by the Hiring Manager.

- **OPTIONAL:** The Hiring Manager may conduct (or designate someone to conduct) phone screen interviews of qualified applicants in order to narrow down the number of applicants to be interviewed.
- Once screening has been conducted, at least **three (3) finalists** will be selected to be interviewed in person. In the case where there are fewer than three (3) qualified candidates in the pool, all qualified candidates will be interviewed.
- Interviews may be conducted as a group or separately as necessary to expedite the process. The interviewers shall include the following representatives:
  - The Hiring Manager and/or designee.
  - A member of the Human Resources department.
  - At least one “key stakeholder” who will work closely with the person hired into this position.
  - An Affirmative Action Committee designee.
- In order to expedite the process, the Hiring Manager’s administrative support staff, or that of their department or division, will coordinate the scheduling of the finalists’ interviews.
- The search committee shall use a weighted rubric to interview candidates. If the members of the search committee meet with candidates in separate interviews, they may use different interview questions for each meeting, so long as the questions are determined ahead of time and documented as part of the interview process.
- Once interviews are complete, the Hiring Manager may make the offer to the selected candidate. The Hiring Manager must submit a PAF, which must be approved by HR prior to start date.
- Please note:
  - HR will inform the selected candidate’s current supervisor of the hire and will discuss implications thereof.
  - The selected candidate’s current position will be held until the duration of the temporary, acting, or interim position has come to an end.