



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DC-1 Selection Process of Employees

APPROVED: June 15, 1978 **REVISED:** August 30, 2019
Year of last review: 2021
AUTHORIZING BOARD POLICY: DC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director, Human Resources

OBJECTIVE: To delineate the process to be used for the selection of employees in competitive and non-competitive categories.

PROCEDURE:

- I. The selection process will be either competitive or non-competitive as defined.
 - A. Competitive - The position is advertised and the appropriate candidate evaluation procedure is followed in selecting the employee.
 - B. Non-competitive - The position is not normally advertised and the employee is selected without following one of the candidate evaluation procedures.
- II. Full-time employee selection is normally done through a competitive process while part-time employee selection is normally done through a non-competitive process.
- III. These guidelines are consistent with the intent of the equal employment opportunity guidelines and are further designed to ensure that employees are hired on a "best qualified" basis.