



## 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

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**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.