



DIVISION II. College Employees	POLICY NUMBER 2.03.02 [1]
CATEGORY 2.03.02 Recruitment and Selection	DATE Adopted: 1977 Revised: 1982, 5/1988, 6/1993, 10/1999, 11/2004, 6/2019

2.03.02 RECRUITMENT AND SELECTION

Joliet Junior College’s goal in recruitment and selection is to hire and retain the most qualified individuals and those that demonstrate the College’s core values. Hiring managers are strongly encouraged to consider internal applicants who express interest, and are qualified for vacant positions.

Vacant positions are posted on the Joliet Junior College (JJC) applicant tracking system and advertised using various recruitment sources to attract a diverse pool of qualified applicants. Prior to posting, all vacant position descriptions are reviewed and revised by the respective hiring manager in consultation with Human Resources. The recruitment process, application review, reference checks, pre-employment screening(s), and selection for all faculty and staff positions follow Equal Employment Opportunity Commission uniform guidelines and are subject to pertinent federal as well as state laws and regulations. Recruitment efforts are coordinated by the Human Resources Department to ensure compliance with applicable laws and regulations.

Employees must have successfully completed their new hire evaluation period and be in good performance standing to apply for open positions. Exceptions to this policy must be approved by the appropriate President’s Cabinet (Cabinet) leader and the Executive Director of Human Resources.

In the unusual case where circumstances warrant appointment without delay to fill a position critical to carry out the functions of the College, the President may tentatively appoint an individual to fill such critical position. The President will promptly notify the Board of Trustees (Board) of the appointment. If any Trustee wishes a full Board consideration of the appointment, that member shall notify the President and the Chairperson of the Board of the request within 48 hours of the President’s notification, and a special Board meeting will be scheduled to consider the appointment. In the absence of such notice, the appointment will be final. The President will publicly report the appointment to the Board at the next regular Board meeting.



BOARD POLICIES

DIVISION		POLICY NUMBER	
II. College Employees		2.03.02 [2]	
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JJC is an equal opportunity employer supporting diversity and committed to a policy of nondiscrimination. The recruitment of diverse faculty and staff are the cornerstone of the College’s commitment to an innovative, collaborative, and inclusive educational community.