

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RECRUITMENT AND  
SELECTION OF  
PROFESSIONAL PERSONNEL

ADOPTED: December 16, 2004

REVISED:

REVIEWED: June 19, 2025

	404.1 RECRUITMENT AND SELECTION OF PROFESSIONAL PERSONNEL
1. Purpose	The Joint Operating Committee believes that the recruitment and selection process is the responsibility of the Administrative Director. The Committee shall give final approval.
2. Authority	Every effort shall be made to develop such procedures that will identify and secure superior staff members. Liaison relationships shall be maintained with regional colleges and universities, as well as businesses, industry, and labor organizations serving this geographic area.
3. Delegation of Responsibility	<p>The selection of nominees for appointment shall be the responsibility of the Administrative Director and administrative staff concerned, consistent with the following procedures:</p> <ol style="list-style-type: none"> <li>1. Conduct complete personal interviews with eligible candidates.</li> <li>2. Check thoroughly all references and former institutions or employers.</li> <li>3. School staff and/or Occupational Advisory Committee members may be a member of the selection committee.</li> <li>4. Joint Operating Committee members shall have the opportunity to recommend qualified applicants for an interview.</li> <li>5. Joint Operating Committee members shall have an open invitation to participate in interviews.</li> <li>6. A consensus recommendation shall be prepared for presentation to the Joint Operating Committee by the Administrative Director.</li> </ol>

<p>4. Guidelines Title VI, Title IX 29 CFR P.L. 101-336 42 U.S.C. Sec. 12101 et seq.</p>	<p>Carbon Career &amp; Technical Institute is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, and handicap in its employment practices, as required by Title VI, Title IX, and Section 504.</p> <p>For information regarding civil rights or grievance procedures, contact the building Principal and/or Administrative Director (570-325-3682). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Supervisor of Buildings and Grounds (570-325-3682).</p> <p>The Joint Operating Committee shall reserve the right to act favorably or unfavorably upon any nominee so presented or to require further investigation/additional information.</p> <p>The recruitment and selection process of personnel shall be a responsibility of the Administrative Director. The Board of Directors shall give final approval.</p>
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