603.2 - Hiring of Employees Policy Procedure

Purpose:

To operationalize Bismarck State College’s policy 603.2 Hiring of Employees.

Procedure:

The Human Resources Office is responsible for recruiting applicants and will compose and place
the necessary advertisements in appropriate sources to do an area search commensurate to
the position being filled.

The following are responsible for assisting in the hiring process in compliance with the
established hiring procedures:

1. The President of the College
2. The Vice Presidents
3. Selected Deans, Assistant Deans, Directors, Chief Officers, Managers\Supervisors

References:

SBHE 603.2 Equal Employment Opportunity
Laws Enforced by EEOC | U.S. Equal Employment Opportunity Commission

History of This Policy Procedure:

Revisions - July 1, 1987; June 1, 1990; July 14, 1994; August 7, 1997; November 9, 2001; March

Reviewed by Campus Council on August 21st, 2023, and reviewed by the Executive Council on
August 28th, 2023, and approved by the President on September 21st, 2023.