



## 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](#)

[Employees & Job Applicants | U.S. Equal Employment Opportunity Commission \(eoc.gov\)](#)

[Laws Enforced by EEOC | U.S. Equal Employment Opportunity Commission](#)

### History of This Policy Procedure:

First policy: draft January 3, 1986.

Revisions - July 1, 1987; June 1, 1990; July 14, 1994; August 7, 1997; November 9, 2001; March 7, 2005; July 30, 2009. Reviewed – February 23, 2015.

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.