

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Recruitment Advertising and Posting Vacancies	Section D: Personnel	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Employment Practices	Policy: DC	
Subtitle: None	Date Adopted: 08/01/2020	

Purpose

This procedure describes the procedures for advertising and posting position vacancies.

Procedure

1. The hiring supervisor completes a Recruitment Authorization Form (RAF), attaches a current job description, and obtains supervisory approval.
2. The RAF is forwarded to the Human Resources Department.
3. Upon supervisory and budget approval, the Human Resources Department submits the RAF to the President for administrative approval. The approval of the President must be obtained before posting the position.
4. The Human Resources Department posts the Position Vacancy Notice and advertises in appropriate media sources. All full-time position vacancies are posted for a period of at least ten business days.
5. All postings or advertising must include the authorized statement regarding Equal Opportunity Employment and conform to the college administrative procedures concerning publications.

Date Prepared: 09/06/22 (RYB)

Revised Date: