

## ***General Policy - Hiring of Employees***

### **Policy:**

It is the policy of Bismarck State College to seek, select, and employ individuals of superior skills for every job opening which occurs at the institution. The College is committed to recruiting, hiring, training, and retaining employees who will serve with commitment, enthusiasm, and good will.

### **Statement of Responsibilities:**

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 Dean(s), Directors, Chief Officers and Supervisors

### **Statement of Equal Employment Opportunity:**

Bismarck State College declares and affirms a policy of equal opportunity in all aspects of hiring of all personnel; and will make all decisions regarding recruitment, employment, promotions, and all other terms and conditions of employment without discrimination on grounds of race, color, gender, national origin, age, religion, sexual orientation, disability, or other factors which cannot be lawfully the basis for employment decisions.

### **History of This Policy:**

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.