

# Associated Students of Modesto Junior College

## Recruitment Procedure

*The following procedure shall be used to fill vacancies in the Executive Council and Student Senate.*

### **NOTICE**

- I. Upon notification of a vacancy the President shall provide notice to the Student Senate, and public of a current vacancy via the following:
  1. A mass email sent out over the Student Senate's Email List.
  2. Announcements posted in the Display Cases outside of the East Campus Student Center, and inside the West Campus Mary Stuart Rodgers Learning Center.
  3. The Associated Students of Modesto Junior College Website - [ASMJC.Weebly.com](http://ASMJC.Weebly.com).
    1. The home page under current vacancies.
    2. The specific page of the vacant position.
    3. The ASMJC Blog.
  4. The Associated Students of Modesto Junior College social media profiles.
    1. The Twitter Account (linked to the ASMJC Blog).
    2. The Facebook Like Page (linked to the Twitter Account).
    3. The Facebook Group Page.

### **APPLYING**

- I. In order to apply an Application for Service or Employment must be filled out, and submitted (by a deadline determined by the President) to the Executive Vice President's Box in the Student Senate Office, or by email.

### **INTERVIEW**

1. Upon receipt of an Application for Service or Employment the Executive Vice President shall email the applicant, copying the President, Executive Secretary, and Advisor (or his/her designee) to set up an interview.
2. An interview shall be conducted at the earliest date of availability for all parties by the Executive Vice President and Executive Secretary, and overseen by the Advisor (or his/her designee).
3. The Executive Vice President and Executive Secretary shall prepare questions before hand to be submitted to the President and Advisor for screening, and recommendations.
  1. The questions shall primarily pertain to the specific duties and requirements of the position being applied for.
4. In the case of multiple applicants:

- I. The Executive Vice President and Executive Secretary shall attempt to, as nearly as possible, duplicate the interviews of each applicant. To provide each applicant with equal opportunity to be recommended for the position.
  - I. Each applicant will be asked the same questions, and given the same amount of time to answer said questions. *Note: it is the responsibility of the applicant not the the interviewers to ensure that full amount of allotted time is used.*

### **RECOMMENDATION**

- I. Upon completion of the interviews for all applicants the Executive Vice President and Executive Secretary shall make a recommendation(s) to the President on an applicant(s) they think would be best to fill the vacated position.

### **APPOINTMENT**

- I. The President shall meet with the recommended applicant(s) at a earliest date of availability for he/she and the applicant(s). At this time the President will confer with the applicant to determine whether they should or should not be appointed.
  - I. Should the President determine that the applicant(s) should not be appointed he/she shall notify the Executive Vice President and Executive Secretary. The two shall then reevaluate their recommendation(s), and determine whether the recruitment process needs to be restarted.

### **CONFIRMATION**

- I. Upon appointment of an applicant by the President the applicant shall then be subject to the confirmation of the Student Senate.
  - I. Should the Student Senate choose to not confirm the applicant this Recruitment Procedure shall continue until an applicant is confirmed.

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**Initiated: Spring 2014**

**To Be Reviewed: As Needed**

**Sunset Date: None**