



## **Hiring Policy Update Part II**

### **Search Committee Certification/Recertification**

Any CSN employee may serve on a hiring committee once s/he has been trained by HR personnel on the CSN hiring procedures, and received a completion certificate. Recertification may be necessary when CSN or NSHE policy, and/or State and/or Federal laws or regulations have been updated, at which time the HR Department will send out appropriate notification. In addition, recertification is required when breaches of search procedure have occurred or irregularities have been reported. Recertification may be required of the entire committee or of a particular individual at the discretion of the Affirmative Action Officer or Human Resources.

A brief refresher of Hiring Procedures will be provided prior to the review of applications in order to update committee members. This update will be provided at the initial search committee meeting. If a search committee member is unable to attend the initial search committee meeting, this refresher may be scheduled individually with HR or provided through an alternative approved format if available.