

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

Hard-To-Recruit Position  
Procedure No. 3-03 (I)  
Page 1 of 1

Effective April 1, 2009

- (1) Generally a Hard-To-Recruit position is a job or classification for which the college has difficulty finding qualified candidates due to labor market trends/shortages or salary misalignment.

The following criteria shall be used to declare a position as Hard-To-Recruit.

- The college has explored the impact of job redesign.
- The college has performed a competitive salary review from the appropriate sources.
- Must document the labor shortage information from the appropriate sources such as Bureau of Labor Statistics, CUPA, OACC, **and AACC**.
- The college has documented shortages of like positions at other community colleges.

This declaration shall expire after one year from the effective date **of declaration** unless the President extends the **timelines**.

*New Procedure*