

Hiring Process

Kellogg Community College does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services, or activities. Direct inquiries regarding the nondiscrimination policies to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI 49017.

After Receipt of Application Materials

Once the position closes, the following steps will typically take place:

- The screening committee reviews applications.
- Selected applicants are contacted for an interview. The College may conduct telephone interviews prior to campus interviews.
- Following the interviews
 - the hiring manager will conduct reference checks
 - Human Resources will complete a background check
- Once reference checks are completed, the hiring manager will make a recommendation to their Vice President.
- Upon receipt of the employee recommendation form, Human Resources reviews the applicant's references and background check, and offers the position.
- All applicants are notified of the hiring decision via email.