



## Ohio Administrative Code

### Rule 3358:5-3-05 Recruitment and selection policy.

Effective: June 13, 2025

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Clark state college is an equal opportunity employer where applicants for employment are selected on the basis of competency, training, qualifications and experience.

(A) Applicants are screened and considered without regard to color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by federal and state law and college policy.

(B) The college utilizes the following strategies for hiring faculty and staff:

- (1) Internal hire through competitive search and posting process
- (2) Internal job movement through reorganization, internal progression and succession planning
- (3) External hire through a competitive search through posting process
- (4) External hire from a competitive search through the use of a search firm

This policy applies to all college employees and applicants for employment.

(C) This policy shall be administered as set forth in the associated procedures.

(D) Any false statement, misrepresentation or significant omission on the application form or resume submitted by the applicant may be cause for immediate dismissal from the college.



(E) Human resources is assigned the responsibility of developing, implementing and maintaining the hiring policy and procedures.

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