

POLICY**EMPLOYEE SEARCH AND HIRING**

Ridgewater College's hiring and appointment practices shall be consistent with applicable Minnesota State Colleges and Universities Board policies, Minnesota Management and Budget policies, Minnesota State Statutes and Affirmative Action and Equal Opportunity policies in effect at the time the search or appointment process begins. Final decisions about hiring and hiring procedures are made by the President. To facilitate hiring high quality, well-qualified applicants, college employees shall be involved in the search and screening process whenever practicable.

History:

02.27.07 Adopted

01.24.12 Revised

PROCEDURES**EMPLOYEE SEARCH AND HIRING**

The effective recruitment and selection of faculty and staff is one of the most important functions in the success of any college. It requires a broad range of expertise, and the appointment procedure should provide for effective participation on the part of those having such expertise. To accomplish this task, the college will follow the procedures outlined below.

Approval of Positions

All requests for new positions or changes to existing positions, including temporary or emergency staff hires, require discussion with the appropriate supervisor and submission of the college's Position Request Form to the Human Resources Office. The form requires approval of the supervisor, the Chief Financial Officer, the Chief Human Resources Officer, and the President prior to beginning the process.

Upon completion of the Position Request form, the Human Resources Office will give consideration to the college's diverse workforce goal, affirmative action goals and relevant language from collective bargaining agreements and plans.

1. An appropriate employment condition/status is determined; i.e., full-time, part-time, seasonal or temporary; classified or unclassified; exempt or non-exempt.
2. Job competencies are identified from the draft position description and used to establish the appropriate classification. If the classification request is higher than the authority delegated to the Chief Human Resources Officer, the classification request is forwarded to the Office of the Chancellor for approval.

Once these steps are completed, the Human Resources office will coordinate the process for posting the position as directed by the President (e.g., posting internally, advertising, etc.)

Screening and Interviewing Committees

The purpose of the screening and interviewing committee is to screen applications, select candidates for interviews, interview candidates, and forward the names of all acceptable candidates to the President. The President will select a supervisor to serve as the chairperson of the screening and interviewing committee. The President's Office will solicit volunteers to serve on the committee using the following guidelines for screening and interviewing committee membership. The committee chairperson will lead the committee in screening applications, selecting candidates for interviews, interviewing candidates, and recommending candidates for appointment. It is understood that in all cases where time and availability of participants are not limiting factors, these procedures will be followed. If constituent representation is solicited and no one volunteers, the President may enact special procedures that will parallel these procedures as closely as possible.

Faculty Appointments

Employees selected to sit on screening and interviewing committees shall be full-time unlimited or full-time permanent seasonal employees. In cases where an unlimited faculty member is not in the discipline or there are no volunteers, a temporary part-time (TPT) faculty member may be a suitable substitute. In addition to the chairperson, the committee membership shall be comprised as outlined below:

PROCEDURES**EMPLOYEE SEARCH AND HIRING, continued**

1. One (1) faculty member recommended to the faculty union president by the members of the discipline in which the vacancy exists and selected by the faculty union president.
2. One (1) faculty member selected from and by the Ridgewater Chapter of MSCF.
3. One (1) staff member selected by the President from volunteers forwarded by campus staff (AFSCME, MAPE, MMA, Commissioner's Plan).
4. One (1) administrator selected by the Vice President of Academic Affairs and Student Services.
5. In addition to the above-mentioned committee members, additional screening and interviewing committee members may be appointed by the President.

<u>If the additional member is:</u>	<u>Selection is made by:</u>
MSCF	MSCF
Administrator	President's Cabinet
AFSCME	AFSCME
MAPE	MAPE
MMA	MMA
Public	President

Temporary part-time and/or emergency appointments are not subject to this screening procedure.

Staff Appointments

The President will select a supervisor to serve as the chairperson of the screening and interviewing committee. The President's Office will solicit volunteers to serve on the committee using the following guidelines for screening and interviewing committee membership. Employees selected to sit on screening and interviewing committees shall be unlimited employees. In addition to the chairperson, the committee membership shall be comprised as outlined below:

1. One (1) faculty member selected from and by the Ridgewater Chapter of MSCF.
2. Two (2) staff members selected by the President from volunteers forwarded by campus staff (AFSCME, MAPE, MMA, Commissioner's Plan).
3. One (1) administrator selected by the Vice President of Academic Affairs and Student Services.

Administrative Appointments

The President will select a supervisor to serve as the chairperson of the screening and interviewing committee. The President's Office will solicit volunteers to serve on the committee using the following guidelines for screening and interviewing committee membership. Employees selected to sit on screening and interviewing committees shall be unlimited employees. In addition to the chairperson, the committee membership shall be comprised as outlined below:

1. One (1) faculty member selected from and by the Ridgewater Chapter of MSCF.
2. One (1) staff member selected by the President from volunteers forwarded by campus staff (AFSCME, MAPE, MMA, Commissioner's Plan).
3. One (1) administrator selected by the Vice President of Academic Affairs and Student Services.

PROCEDURES**EMPLOYEE SEARCH AND HIRING, continued**Approval of the Pool of Applicants and Interviews

The pool of applicants will be reviewed by the Human Resources Office prior to the screening process. If the Chief Human Resources Officer/Affirmative Action Officer believes the pool of applicants is not sufficient to begin the process and the President concurs, further recruiting activities will be considered.

Screening

Volunteers who agree to serve on the screening and interviewing committee will read, review and screen all applications, as well as attend all committee meetings and interviews, including an orientation session conducted by a college Affirmative Action Officer. In order to insure the fairness and integrity of the process for all candidates, volunteers must take part in the entire process. Failure to take part in the entire process will be cause for removal from the committee. This is voluntary work and circumstances may dictate that meetings or interviews take place outside of regularly scheduled hours. The committee will review all applications and determine which candidates meet minimum qualifications as identified on the vacancy notice. The committee will then determine which of those candidates will be invited for an interview.

Interviews will be arranged by the committee chairperson and conducted by the committee. Following the scheduling of interviews, the Human Resources Office will prepare a packet for each committee member that includes application materials and interview questions to be asked of each candidate. Interview questions are developed by the screening and interviewing committee and reviewed by the Human Resources Office to insure the process is consistent and fair for all candidates. Applicants may be asked to perform a teaching demonstration or presentation which will be videotaped. In those cases, a videotape consent form needs to be signed by each candidate.

Recommending Candidates

The committee chairperson will forward in writing the names of all acceptable candidates to the President. A candidate will be considered not acceptable if, in the committee's judgment, it would be preferable to reopen the search rather than hire that candidate. Each committee member will forward to the President, in writing, his or her independent ranking of all acceptable candidates, accompanied by rationale and justification for this ranking. Only information relevant to the candidate's ability to perform the functions of the job may be provided in the justification. Committee members must remember that the individual rankings, as well as notes and comments, may be requested by the candidate for review, and must be provided to legal services in the event of grievances, discrimination charges, or other similar courses of action.

Background Review and Verification

It shall be the responsibility of the committee chairperson to conduct a thorough review and investigation of the employment history of all acceptable candidates whose names are forwarded to the President. The Human Resources Office may assist in reference checking as needed. A reference release form shall be signed by each finalist prior to conducting reference checks.

PROCEDURES**EMPLOYEE SEARCH AND HIRING, continued**Appointing

The President will review recommendations, interview, and conduct background reviews or site visits as appropriate. Following that review, the President will make the appointment from the list of acceptable candidates or determine if and when the search is re-opened. The President may decide to fill the position on a temporary basis until a permanent appointment is made.

Final Selection/Reports Required

Following the receipt of a signed acceptance letter, the Human Resources Department will notify the screening and interviewing committee, all interviewed candidates and everyone else in the applicant pool that the position has been filled. If requested by the committee chairperson, the President will meet with the screening and interviewing committee to review the appointment process. The committee chairperson will email all staff announcing news of the hire. The Affirmative Action Officer/Human Resources Office will complete the required hiring reports for affirmative action purposes.

History:

02.27.07 Adopted

01.24.12 Revised

Additional Resources:

- *MnSCU Human Resources Guideline and Interpretation: [PER0007 – Searches for Unclassified Position Vacancies – 5.10.10](#)*