



Category
Hiring Procedures – 5:00:00:00
Approval
President’s Council Approved: May 24, 2016
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Responsible Party: Executive Director of Human Resources

I. PROCEDURE

- A. Unless waived by the President, vacant positions will be posted or advertised internally and/or externally by Human Resources.
- B. The determination of whether the position is posted internally or externally is at the discretion of the hiring vice president and the Executive Director of Human Resources.
- C. When a posting occurs, the following instructions must be followed:
 - 1. The hiring manager completes the [Employment Requisition](#) and obtains required signatures. A specific salary will be designated prior to the posting and is non-negotiable.
 - 2. The Executive Director of Human Resources approves the wording of the advertisement where the position is posted at least two weeks prior to the anticipated announcement date.
 - 3. Support staff positions will be posted for 14 days.
 - 4. Administrative and faculty positions will be posted for 30 days.
 - 5. A search committee is appointed by the appropriate vice president.
 - a. The committee must meet the diversity requirements as described in the Motlow State Community College Affirmative Action Plan.
 - b. For faculty, the search committee must include the appropriate dean, the appropriate curriculum chair and some department faculty.
 - c. The vice president will designate the chair of the search committee and, in conjunction with Human Resources, inform them of their duties.
 - 6. The chair of the search committee, in conjunction with Human Resources, makes direct contact and special efforts to recruit underrepresented applicants into the applicant pool.
 - 7. Human Resources will pre-screen all applications and only those candidates meeting minimum requirement qualifications will be forwarded to the search committee.
 - 8. The chair of the committee will collect a [Confidentiality of Search Process](#) form from each search committee member and submit the forms to Human Resources.
 - 9. Applications may be reviewed by the search committee the day after the application deadline date.

10. Prior to contacting applicants for interviews:
 - a. A [Proposed List of Applicants for Interview](#) and a list of interviewing questions must be submitted to the Affirmative Action Officer/Executive Director of Human Resources for review and approval.
 - b. After receiving approval from the Affirmative Officer/Executive Director of Human Resources, the chair of the search committee will have search committee members review the [Pre-Employment Inquiry Guide](#) and interview questions.
 - c. The chair of the committee will provide Human Resources with a list of the semi-finalists. The chair will contact those candidates selected by the search committee for an interview. Human Resources will provide a script to be used by the chair when speaking with those candidates.
 - d. The Human Resources office will notify those semi-finalists not chosen for further consideration via e-mail.

D. Committee responsibilities

1. The search committee may do the first interviews via telephone or Skype.
2. The chair makes certain the semi-finalists are aware of the salary and are still interested in the position before moving forward. The chair must inform the search committee that semi-finalists are not to be scored, ranked, or rated. Their strengths and weaknesses, however, may be listed and forwarded to the President's office along with the applications and associated documents of the semi-finalists.
3. For semi-finalists, the College will not pay for out-of-state travel expenses except for searches involving vice presidents. All semi-finalists must be given the option of paying for travel themselves or having their interview conducted via Skype.
4. The search committee chair must coordinate with the President's schedule for candidates coming from out-of-state to ensure the President's availability.
5. After interviews are complete, the chair of the search committee will forward the [Interview Outcome Form](#) to Human Resources with "Recommended for Position" marked by the three candidates being sent forward to the President and appropriate vice president.
6. For regular full-time positions the chair will submit applications, résumés, and transcripts (if required), for a minimum of three (3) **unranked** finalist to the President and appropriate vice president for consideration.
7. For regular part-time positions the minimum of three (3) **unranked** finalist with applications, résumés, and transcripts (if required) will be sent directly to the vice president. The search committee may forward the strengths and weaknesses of each finalist.
8. Committee members will not share any information regarding the selection process of a specific search with anyone outside the committee or the hiring authority.

E. Final interviews and offers of employment

1. If the President and vice president do not select a candidate from among the finalists, they may request additional names from the search committee or call for another search.
2. Regular full-time positions
 - a. The President makes the offer of employment to the chosen candidate and notifies the appropriate vice president.
 - b. The search committee chair will complete the [Interview Outcome Form](#) and send to Human Resources.
 - c. The hiring manager will request an official transcript to be sent to the Human Resources department if a transcript is required for the position.
 - d. An [Appointment Form](#) will be created and signatures of the President and appropriate vice president will be obtained.

3. Regular part-time positions
 - a. The vice president makes the offer of employment to the chosen candidate and notifies the appropriate hiring manager.
 - b. The search committee chair will complete the [Interview Outcome Form](#) and send to Human Resources.
 - c. The hiring manager will request an official transcript to be sent to the Human Resources department if a transcript is required for the position.
 - d. An [Appointment Form](#) will be created and signatures of the President and appropriate vice president will be obtained.

- F. Final actions
 1. After the approval of the Appointment Form, Human Resources verifies that “official transcripts” have been sent and a background check has been requested before the new hire’s official start date.
 2. The Assistant Director of Human Resources will make contact with the new hire to coordinate contract signing and new hire orientation. Orientation should occur within three (3) days of the date of hire.
 3. The Human Resources office will notify those finalists and semi-finalists not chosen for the position via e-mail.
 4. All new hires are required to attend the President’s New Employee Academy near the end of each semester.