

Massasoit Community College
Policy and Procedure

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Director of Human Resources

Effective Date: 02/27/02

Approved: Dr. Charles Wall
CEO/President

Revised: 5/15/12

Hiring

Massasoit Community College does not discriminate on the basis of race, color, religion, national origin, age, (over 40) gender, sexual orientation, veteran status, or handicap/disability mental illness, retaliation, and genetics in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment.

Massasoit Community College is actively committed to increasing diversity and making every effort to seek and hire individuals that will have the College reflect the diversity of the communities it serves.

As part of this commitment, the Executive Officer for Institutional Diversity, the Vice President of Human Resources will become ex-officio members of all searches for all positions.

Revision Date(s): 7/1/02, 5/15/12

Procedures

1. Request for Personnel/Hiring For Open Positions (FT & PT)

- a. The hiring process for all positions at the College will be coordinated through the Human Resources Department.
Human Resources will be the only official repository for all documentation associated with any vacancies or candidate search efforts.
- b. Human Resources uses an on-line applicant management system, Interview Exchange, for all searches.
- c. Only online resumes through Interview Exchange will be accepted for consideration for the posted position.
- d. The requesting department, dean, head, manager or supervisor or designee must complete an on-line *Request for Personnel* through Interview Exchange.
The initiator of the requisition will send it to all the required approvers for confirmation.
- e. Once Human Resources receives the approved on-line *Request for Personnel*, they will be responsible for ensuring all posting requirements are adhered to. HR will research advertising options, and assist the Search Committee chairperson through the entire search process.
- f. Upon approval, Human Resources will draft the posting and send to Search committee Chairperson for review. Position will be posted in accordance to the College's Affirmative Action Plan, the respective Collective Bargaining Agreements, and the Non Unit Professional Personnel Policy Handbook.
- g. **No recruitment activity will occur without the *Request for Personnel* including the above required approvals.**
- h. HR will send copies via email of all approved postings to all Trustees, State Community Colleges, and to appropriate bargaining unit officials as required by contractual agreement.
- i. Each resume received is automatically acknowledged, via email, through Interview Exchange.

2. Search Committee and Procedures

- a. Search committee size should always be appropriate for the search being conducted. Members must be drawn from areas that are particularly appropriate to the position being filled. The committee can be as small as two individuals. (e.g. department manager and immediate supervisor, etc.). Responsibility for the search and selection process rests with the appropriate Vice President and Human Resources. The CEO/President also shares in this responsibility as deemed necessary and/or appropriate.
- b. The following guidelines should be considered when determining the number of individuals participating on the search committee:
CEO/President – Discretion of the Board of Trustees
Vice President, Dean, Department Chair/Manager – 4 to 7 members
Faculty and/or Professional Staff– 3 to 5 members.
All Others – Whether or not there will be a search committee convened outside of the categories listed above will be at the discretion of Human Resources in consultation with the petitioning Vice President.

Note: The Vice President of Human Resources and the Executive Officer for Institutional Diversity are Ex-officio members in addition to the above recommended numbers.

- c. Individuals assigned to participate in the selection process (the committee) must be identified on the on-line Request for Personnel through Interview Exchange. Once HR receives the approved requisition, search committee members will be assigned to the position being recruited. Search Committee members can be added prior to the search process by notifying Human Resources.
- d. The Chairperson has the capability to move the resume to a “folder” labeled yes, no, maybe, interview, etc. Members must review ALL resumes in each folder.
- e. Search Committee members can start to review resumes on-line as soon as they are received and make notes through Interview Exchange. Failure to review on-line resumes and make recommendation for interviews will exclude the committee member from any further input into the selection process for that position.
- f. Search Committee member must be present at all interviews. If a member cannot attend one or more interviews, that member may not continue to serve on the search.
- g. To ensure compliance with the Massachusetts Fair Employment Practice Act, a representative from Human Resources will meet with all committee members, prior to any interview(s) with candidate(s). Members will be explained to them that only bona fide occupational qualifications may be queried during the interviewing process. The Human Resource’s representative will acknowledge completion of this process by signing and dating the Search Committee Information form.
- h. The Executive Officer for Institutional Diversity, or their designee, will meet with all committee members, prior to any interview(s) with candidate(s). Members will be explained the College’s diversity efforts and goals as it pertains to the hiring process. The Executive Officer of Institutional Diversity, or their designee, will acknowledge completion of this process by signing and dating the Search Committee Information form.
- i. The Executive Officer for Institutional Diversity will review all applicants in the pool to insure that the search is administered in a fair and equitable manner, and to insure compliance with all Federal/AA/EEO regulations.
- j. Human Resources will no longer print out resumes/applications for review by Search Committee. There will be no photocopying of any on-line resumes through Interview Exchange by search committee members without the express written approval of the Vice President of Human Resources or the President.
- k. Internal applicants who are qualified should normally be interviewed if they meet the minimum qualifications. In the event there are many internal applicants, the 2-3 most qualified should be interviewed. Internal mobility is to be encouraged.
- l. Chair will review all internal applicants’ personnel files (excluding benefits).
- m. Chair will be responsible to inform committee members of a deadline for all committee members to complete their review of resumes of candidates through Interview Exchange.
- n. Chair will arrange to meet with committee to decide which candidates should be interviewed.
- o. HR will be responsible for contacting (all) committee-identified, prospective candidate(s) to arrange for a formal interview. The referral of qualified candidates by individuals outside the search committee is encouraged.
- p. The hiring VP, department dean, head, manager or supervisor, should provide Human Resources with a list of dates, times and locations when interviews may conveniently be scheduled.
- q. Any “special requirements/information” which candidates may be asked to provide during the interview should also be explained to Human Resources. This may be specific

questions, which will be asked by committee members, samples of written materials, mini lessons, etc.

- r. Because Search Committee members can start to review resumes on-line as soon as they are received, the entire interviewing and final candidate selection process should be completed immediately following the closing date. However, this timeframe could be extended with prior approval of the appropriate Vice President and CEO/President.
- s. Search committee will develop interview questions that are appropriate to the discipline for which they are hiring. Questions are sent to Human Resources for review.
- t. All applicants will be asked the same series of interview questions, additional questions may be asked after the initial series of questions only if it is a follow up to a question for clarification purposes.
- u. Chair will make the same introductory statement to all interviewees.

NOTE: Longer recruitment processes may be required for certain positions. However, the longer the process, the less likely the optimal candidate will be available at its conclusion.

- v. Once the final candidate(s) has/have been identified by the committee, the recommendation(s) of the committee are sent to the appropriate Vice President (VP). The VP may agree with the committee's recommendation(s), interview the finalist(s), or require that the search continue.
- w. The decision by the VP to continue the search must be justified based on qualifications, appropriateness of the individual selected for the position, and/or if the applicant pool does or does not reflect a diversity of qualified applicants.
- x. Once the final selection has been made, Human Resources will be notified and in conjunction with the VP, hiring department dean, head, manager or supervisor, a starting rate will be established. The starting rate should be sensitive to internal equity and in compliance with all collective bargaining agreements.
- y. Once the candidate(s) has/have been selected, the search committee chair will check references and verify educational credentials. Results of the reference checks (minimum of 3) and educational verification must be written and submitted to Human Resources for the individual's personnel file. No employee will be hired without satisfactory reference checks and educational verification.
- z. **The President reserves the right to review all materials pertinent to the selection of the finalist, may conduct interviews with the finalist, and in consultation with the VP, and select a final candidate for appointment or continue the selection process. All appointments require the approval of the President.**
- aa. Massasoit Community College reserves the right to conduct a Criminal Offenders/Sexual Offenders Records Investigation (CORI/SORI) on any or all prospective new hires.
- bb. Following satisfactory reference and/or background checks, an on-line Personnel Data Form, through Interview Exchange, will be initiated by Chairperson or designee and will be sent through the approval process.
- cc. Human Resources will receive the on-line PDF after it has been approved and will process it in HR/CMS. Once processed, HR will send the PDF back to the initiator, Dean, Director, or Manager via college email. NO EMPLOYEE WILL START WORK UNTIL THE DEPARTMENT RECEIVES THE FINAL PDF FROM HUMAN RESOURCES.
- dd. After verbal acceptance of the employment offer by the candidate, a formal offer letter/faculty contract will be generated on Massasoit letterhead, by Human Resources,

- signed by the Vice President of Human Resource and mailed to the candidate for signature of acceptance of the position and indicating a start date for employment.
- ee. The original, signed job offer letter/faculty contract, accepting the position, will become a permanent part of the employee's record.
 - ff. After the offer of employment has been extended and accepted, Human Resources shall inform all candidates interviewed via Interview Exchange that the position has been filled.
 - gg. Strict confidentiality will be maintained during the entire search process.

3. New Employee Orientation

All newly hired full-time and part-time employees are required to participate in a new hire orientation. The new hire orientation is scheduled for the Monday beginning each pay period and will be considered the first date of employment. If a Holiday falls on a Monday, orientation will be held on Tuesday of that week. Employees will receive information from different areas of the college, including but not limited to: Human Resources, Campus Police, Sustainability, Affirmative Action, Sexual Harassment, Payroll, Information Technology, Finance, Cafeteria, and will have a representative from AFSCME and MCCC local unions. You can access the Orientation online at the Massasoit website under Human Resources. New hire paperwork may be completed during Orientation. Failure to complete the necessary paperwork may postpone the start of employment.