## Hiring Systems Design Team Recommendations Summary: Post Senate & Cabinet Review

College Senate: Passed February 3, 2009

May 26, 2009 Version

RECOMMENDATIONS: The hiring process was put into "phases" and all recommendations are listed in the respective phase. Phases begin AFTER Board of Trustees authorizes position.

PHASE 1 Steps (Must be completed by application "review	<ul> <li>Screening Committee selected by DIRECTOR /DEPT. HEAD (DH). President Approves.</li> </ul>		
date")	Advertisements completed.		
	Screening Committee, DIRECTOR/DEPT. HEAD		
	discuss position, develop questions & design rubric		
	Screening module created.		
	<ul> <li>Send e-mail to each candidate as they apply via e-mail.</li> </ul>		
NOTES FOR THIS PHASE			
<ul> <li>Search Committee now referred to as Screening Committee (SC). Their role is CLEARLY limited to</li> </ul>			
identifying acceptable candidates.			
<ul> <li>Screening Committee must include dep</li> </ul>	partment personnel.		
<ul> <li>Extensive use of on-line resources incl</li> </ul>	uding "hot sites" and discipline-specific web sites.		
<ul> <li>On-line ad on an affirmative action related site, preferably discipline-related IS MANDATORY.</li> </ul>			
<ul> <li>DIRECTOR/DEPT. HEAD discusses search with department personnel to identify preferred skill set.</li> </ul>			
He/she then attends first meeting (no re	esumes yet) and explains what they want in the new employee.		
<ul> <li>Chair must have attended pre- training</li> </ul>	session.		
Resumes available for review electroni	cally as they come in. Not printable.		

PHASE 2 Steps	<ul> <li>Applicants reviewed by:</li> </ul>			
(Occur within 1 week from application review date.)	1- Screening Committee & 2- DEPT Head/Director			
	(Parallel process)			
NOTES FOR THIS PHASE				
Minimum qualifications are MINIMUM qualifications. DIRECTOR/DEPT. HEAD/SUPERVISOR and				
chair could do initial review of candidates and remove those who do not meet minimum qualifications.				
<ul> <li>Applicants must apply electronically ONLY.</li> </ul>				
Candidates will complete an on-line application (so MVCC can control the information and get)				
"releases.") They will attach cover letter and res	sume.			
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Update of status sent to each candidate via e-mail.		
PHASE 3 Steps	<ul> <li>Structured interview: Tour, Committee, Dept. Head, Cabinet Member (cabinet member can be a 2<sup>nd</sup> round).</li> <li>Interview should be an "event": Nice HR, nice interview room, community info. Etc.</li> </ul>	
NOTES FO	R THIS PHASE	
<ul> <li>Hiring Charter, with assistance from HR, would create bank of acceptable questions to be asked. In addition to these "institutional generic questions", <u>position- specific</u> questions as created by the Director/Dept. Head/ would also be asked. Questions must have benchmarks.</li> </ul>		
Work sample is required.		
All candidates must have same interview itiner	arv	

PHASE 4 Steps	<ul> <li>Reference checks &amp; Background done by Chair and Dept. Head.</li> <li>Possible 2<sup>nd</sup> interview or possible return to previous phase.</li> </ul>		
	<ul><li>Final selection and internal salary discussed.</li><li>Send update to each candidate interviewed.</li></ul>		
	<ul> <li>Committee in parallel process "stops" but</li> </ul>		
	feedback to committee (regular) is essential.		
NOTES FOR THIS PHASE			
<ul> <li>DIRECTOR/DEPT. HEAD completes reference</li> </ul>	e checks with candidate approval.		
<ul> <li>The college should start background checks.</li> </ul>			
Hiring approved two levels up. For example, a director needs presidential approval whereas a			
"counselor" stops at the Vice President (VP) le	vel. A direct report to the President position would go to		
Board of Trustees. BOT informed that hiring d	id occur during President Report at a future meeting.		

PHASE 5 Steps	Director/Dept. Head contacts chosen candidate.
	DIRECTOR/DEPT. HEAD contacts all other candidates who were interviewed to inform them offer made.
	Send final update communication to all by HR

## **Internal Searches:**

The College can label a search internal. In this case, it should be noted on the ad that any candidate must be

a current full-time MVCC employee; in a position as a result of being the successful candidate in any previon official advertised search.	ous