

**St. Cloud Technical & Community College
Policies and Procedures
Chapter S4 – Human Resources**


S4.4.1 Procedure

S4.4 Hiring Policy

*Update Revision Responsibility: Director of Human Resources
10/01/15*

St. Cloud Technical and Community College is committed to the principles of affirmative action and equal opportunity in recruiting and hiring qualified individuals, and in retaining and promoting qualified existing employees.

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. Final decisions about hiring and hiring procedures are made by the President or the President's designee. To facilitate hiring high quality, well-qualified applicants, college employees shall be involved in the screening process whenever practicable.

College President: _____  _____ Date: 10/21/15
Date of Adoption: _____
Date of Implementation: _____
Date repealed or replaced: _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S4 – Human Resources

S4.4.1 Hiring Procedure

Screening Process for Unclassified Positions

Part 1. RECRUITING AND HIRING

St. Cloud Technical and Community College is committed to the recruitment and selection of highly qualified applicants whose skills and abilities will help the college achieve its strategic goals. The College is committed to the principles of equal opportunity and affirmative action. This procedure establishes the process used when filling unclassified positions. Positions covered by the following employment agreements are unclassified: MnSCU Administrator Plan, Minnesota State College Faculty, Minnesota Association of Professional Employees, and Middle Management Association.

Part 2. APPLICATION AND SCREENING PROCESS

Subpart A. Position Posting

The Human Resources Department and the hiring manager have responsibility for establishing minimum and preferred qualifications for vacant positions. The hiring manager may consult with staff or faculty regarding qualifications and recruitment for the position. At a minimum, all positions covered in this policy will be posted on the SCTCC website. The hiring manager, Human Resources Department and the Affirmative Action Officer will determine additional recruitment measures that will ensure recruitment of a diverse and qualified pool of applicants.

Subpart B. Application

Instructions for application to positions will be included with each position posting. The application process will comply with applicable State and Federal Laws and Statutes.

Subpart C. Preliminary Screening

The Human Resources Department, in consultation with the hiring manager, dean or responsible administrator, will review all applications to identify the applicants who meet the minimum qualifications. All applicants that meet the minimum qualifications shall be forwarded on to the Screening Committee.

Subpart D. Screening Committee

For each position, the President will appoint a Screening Committee Chair. The chair may be the hiring manager, dean or another individual designated by the President to facilitate the screening process.

The Screening Committee may include staff, faculty, community members, and students. Whenever possible, the Screening Committee will include faculty and staff whose work is directly related to the position. The composition of the committee will be reviewed with the Chief Human Resources Officer and the Affirmative Action Officer who may suggest additional members for the Screening Committee. The President shall have final approval regarding the appointment of members.

Subpart E. Evaluation of Applicants

The Screening Committee will evaluate applicants using an evaluation matrix developed by the Human Resources Department and the hiring manager, dean and/or Screening Committee Chair. The Screening Committee's highest ranked applicants will be invited for an initial interview with the Screening Committee.

The number of applicants selected for interviews may vary based on the unique needs of the search, ranking ties, multiple vacancies, size of applicant pool, or budgetary concerns. The Screening Committee will identify and recommend at finalists for the position to the hiring authority. In the event that the screening committee forwards no finalists, the affirmative action officer and screening committee chairperson will review the candidate pool for any compliance issues. If none exist, the affirmative action officer will recommend a failed search or additional recruiting efforts.

Subpart F. Evaluation of Finalists

For faculty and administrator positions, the Screening Committee Chair forwards the names of the recommended finalists to the President, who may schedule a second interview. Finalists for other professional positions may be invited for a second interview with a vice president or other administrator. In either case, the President or Vice President/Administrator may request additional recommendations for finalists from the Screening Committee. Finalists for senior administrator positions may be invited to an all-college forum.

Subpart G. Hiring Authority

All decisions regarding the hiring of positions covered under this policy are ultimately at the discretion of the college President. Decisions regarding hiring of permanent unclassified positions may be made at levels appropriate to the position, but all such hiring decisions must be approved by the college President.

Subpart H. Job Offers

After the hiring process is complete, an offer is extended to the finalist who, in the estimation of college leadership, has a demonstrable combination of education, skills and experience appropriate for the position. All offers are contingent upon the successful completion of background and reference checks.

Part 3. PRESIDENT’S DISCRETION IN UNIQUE CIRCUMSTANCES

In unique circumstances consistent with MnSCU Personnel Guideline 007, the President may make appointments without utilizing the steps outlined in this procedure. The President shall consult with the Affirmative Action Officer when the search process is waived or modified. The College shall document search process waivers and modifications and the unique circumstances as determined by the President.

Part 4. COMPLIANCE WITH STATE AND FEDERAL LAWS

Subpart A. Data Practices Act

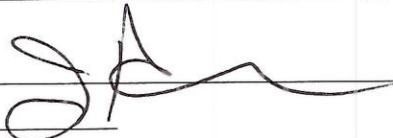
Application materials are considered private under the Minnesota Data Practices Act. All employees participating in the selection process are responsible for safeguarding applicant information. The names of finalists are public.

Subpart B. Americans with Disabilities Act

Applicants with disabilities have the right to request reasonable accommodations to assist them through the application and interview process. The Human Resources Department shall consult with the college's ADA Coordinator in determining appropriate accommodations.

Part 5. CLASSIFIED STAFF HIRING

The hiring of classified staff shall be done in accordance with the process established through Minnesota Management and Budget. Link to MMB site, http://www.mn.gov/mmb/employee-relations/hiring-and-selection/laws_policies/index.jsp .

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