Our process assists candidates by:

- Guiding compilation of curriculum vitae, cover letter, and background material;
- Providing information on the search process;
- Supporting negotiation of compensation; and
- Collaborating with the institution and the successful candidate on a transition plan.

Every candidate is important to us, and we strive to treat each person in a forthright manner.

How is my confidentiality protected?

Confidentiality is essential in attracting, recruiting, and appointing the best candidates. A candidate has the right to ask for as much confidentiality as possible. In some cases, an institutional regulation or state regulation will impact the degree to which we, and the search committee, can respect an individual’s request for confidentiality. Within public institutions, you the candidate, the Division of Human Resources and Payroll/Affirmative Action, and the search committee are committed to keeping decisions and the search process confidential. In some cases, the college may request additional background checks. You should choose your references with care and notify each in advance so he or she may be as informative and helpful as possible. We recognize the sensitivity of this process and will not contact a current employer without your permission. However, finalization and a formal offer are usually made on condition of contact with a candidate’s current employer.

Does it matter how my credentials enter the search process?

We care about finding the very best possible candidate.

You may view employment opportunities by going to the college’s website: jobs.mwcc.edu. It is your responsibility to ask for background information before making the decision to submit your credentials.

You will be able to apply for any job for which you meet the minimum qualifications. You may be asked several questions and will have the ability to upload your resume, cover letter and/or other relevant documents. If the institution is interested in pursuing your application, you will be contacted by the search committee.

If I want to be considered for a particular opportunity, what should I do?

Consideration for a job opportunity requires submission of your resume and cover letter. The content and appearance of your resume, combined with a well written and researched cover letter, are an integral part of the application process.

If you are selected for further consideration, you will be contacted to set up a personal interview with the search committee.

The search process in higher education takes time: four to six weeks is common, with senior level searches taking two months or longer. Patience is required of candidates while the college makes decisions. The Division of Human Resources and Payroll/Affirmative Action and the search committee are both committed to keeping candidates informed throughout the process.

When do we discuss compensation?

Usually the opportunity to discuss compensation benefits and family or personal issues occurs towards the end of the search process. Such dialogue is imperative to create the right choice for both the candidate and the institution.

Sometimes there are unrealistic expectations on both sides, and the college can help resolve the discrepancies between a qualified candidate’s requirements and the institution’s projected compensation.

What if I don’t move forward?

Issues of credentials, experience, and scores of other elements blend together in the final selection process to create a successful match of the candidate and the institution. Informing a candidate that he or she will not move forward is difficult for all involved. The decision is usually made by the search committee, division dean, and/or the president. Not to be selected in a search is common due to the competitive nature of the process, and therefore, it should not be taken personally. Regardless of the outcome, many candidates consider the experience as a way to clarify their goals, refine their resume, and interviewing skills.
WHAT IS THE ROLE OF THE DIVISION OF HUMAN RESOURCES AND PAYROLL/AFFIRMATIVE ACTION IN A SEARCH?

We facilitate the hiring process and enhance the environment for thoughtful decisions for all parties involved. With this in mind, we generally:

- Conduct, with the hiring manager, and the search committee an in-depth assessment of the position and the applicants applying for the position;
- Construct, with the search committee chairperson, a design for the interview process and establish clear and efficient candidate communication process;
- Support job offer negotiations; and
- Facilitate transition for the successful candidate and the institution.

The Division of Human Resources and Payroll/Affirmative Action serves as a liaison between the institution’s search committee and candidates and does not make decisions on behalf of either party.

WELCOME!

Candidates ask many questions about the search process:

“How long will it take?”

“What are the steps involved?”

This brochure will begin to answer these questions and others commonly asked by candidates as they enter a search. We hope it will provide a better understanding of the search process and the role the Department of Human Resources and Affirmative Action in that process.

WHAT A CANDIDATE SHOULD KNOW

Brought to you by Mount Wachusett Community College and the Division of Human Resources and Payroll/Affirmative Action.