



**Mount Wachusett
Community College**

444 Green Street, Gardner, MA 01440-1000

Division of Human Resources and Payroll/Affirmative Action

RECRUITMENT AND HIRING POLICY - MWCC

Full-time and Part-time Positions

Policy Statement:

The Division of Human Resources and Payroll/Affirmative Action administers the recruitment and hiring process in compliance with Equal Employment Opportunity and Affirmative Action regulations.

The President, as the college's appointing authority, must authorize all appointments. The Board of Trustees has granted the President authority to make all appointments of employees without prior approval of the Board.

Procedures for filling new or vacant full and part-time positions:

- a) The hiring manager requests to post a new and/or vacant position to Human Resources through email. In the email, the hiring manager provides the details of the position including number of hours, actual hours of work, number of weeks, cost center, job description if available... etc. (If it is an AFSCME position, provide a statement of duties. If it is a PSM position, please use the E-7).
- b) HR will create a requisition for the job posting through Interview Exchange. The requisition will include all details for the posting provided by hiring manager and the Job Description will be attached to the requisition for review by all approvers. Pertinent items will be listed under Job Details (Used for Job Posting purposes.)
- c) The hiring manager reviews the requisition, Job Details and Job Description attached. The hiring manager should work with HR to establish the job description and format. If uncertain about any requirement, the hiring manager should contact Human Resources and request guidance. Once completed, the hiring manager approves the requisition and it will be forwarded for approvals.
- d) The requisition will be sent via email to all parties to verify and approve up to and including the President for all positions.

- e) When the appropriate approval has been obtained Human Resources will post and disseminate the position using Interview Exchange and union guidelines.
 - i) Positions will normally be disseminated to as wide an audience as possible with a goal of achieving a large and diverse pool of applicants.
 - ii) Positions falling under a collective bargaining agreement must meet the contractual requirements for posting information and duration of posting.
 - iii) Hiring managers wanting to disseminate vacancy announcements via professional list serve or other social media sites such as LinkedIn may do so after receiving approval from Human Resources. **All candidates, however, must be directed to the Interview Exchange site to apply.** Applications not received through the Interview Exchange site will not be considered. Without completing the official application the candidate has not certified the information they are providing is true and accurate and that they authorize our investigating their employment history. Failure to apply for a position using the Interview Exchange site may also allow an applicant to circumvent posting specific questions that have been made part of the application process.
 - (1) If a hiring manager is contacted directly about a vacancy announcement posted to a list serve, the caller must be directed to the official Mount Wachusett Community College employment site to complete and submit an application. If the caller questions this requirement, direct them to Human Resources.
 - (2) If a hiring manager distributes the posting information on other professional sites, they must ensure that the posting is removed or otherwise canceled when the application period closes.
- f) Preferably, prior to the application deadline, the Hiring manager along with Human Resources will establish a search committee. (The search committee must be approved by the Vice President of Human Resources and Payroll). Once the search committee has been approved, upon the posting deadline the hiring manager will receive an email containing the hiring guidelines and procedures. The hiring manager must meet with the Director of Human Resources or designee to review the Job Search Data Sheet and the requirements of the hiring process prior to the release of applicants.
- g) The Hiring manager must review the files of all MWCC internal candidates. File review(s) must take place prior to the search committee making any selections for applicant interviews.
- h) The Hiring Manager (Search Chair) approves the Job Search Data Sheet, Human Resources releases the applications to the hiring manager.
- i) The hiring manager and the search committee members individually review all applicant information.
- j) The search committee will meet to collectively review and determine the status of all applicants and categorizes them as follows:

- a. “Does not meet minimum qualifications” –the applicant does not meet the minimum qualifications required listed in Job Description of the position;
 - b. “Meets minimum qualifications” –the applicant meets the minimum qualifications for the position but is not among those being recommended for interview at this moment;
 - c. “Selected for first interview” – (Chosen from those applicants that meet minimum qualifications) meaning the committee has determined the candidate meets the minimum qualifications for the position and believe it is in the college’s best interest to interview the candidate.
- k) The hiring manager submits those selected for first interview as well as status of all applicants to Human Resources for the Affirmative Action Officer’s approval. The Affirmative Action Officer reviews the list of selected applicants for interview and will make any adjustments as needed.
- ♦ ***Interviews should not be scheduled until the Affirmative Action Officer approves the submission. The college’s position on affirmative action provides that the Affirmative Action Officer reserves the right to add any additional applicants to the interview pool if deemed qualified for the position.***
- l) Prior to scheduling the Interviews, the hiring manager submits the list of interview questions to Human Resources for approval.
 - m) The hiring manager and the search committee coordinate and conduct interviews of the approved applicants. At the beginning of each interview, the chair gives the candidate a brief overview of the interview process and the job description. Committee members may ask only the questions which have been approved. Time is allowed for the candidate to ask questions of the committee.
 - n) The hiring manager will inform the candidate of the next steps in the search process, request completion of the disclosure form and affirmative action form and thank the candidate for participating in the interview.(If part time CORI completed at this time)
 - o) The hiring manager will submit to Human Resources their selection for second round interviews for approval. Second interviews are set up for the recommended candidates.
 - p) The hiring manager must present to HR for approval 3 complete professional reference checks (one from supervisor/manager), disclosure form, CORI form w/ ID for the selected candidate. Human Resources must review and approve all reference checks. Any additional requirements must be met prior to approval. (Applicants must comply with the vaccination requirement policy. See link for additional information: mwcc.edu/covid)

****No job offers will be made until the Hiring manager***

*has received this approval from Human Resources**

- q) Prior to making any offer of employment, consult with Human Resources regarding salary (when necessary) offers for all pending hires. Collective bargaining agreements provide specific obligations regarding salary offers and the hiring manager may be required to provide certain forms to the prospective employee (M002/M004).
- r) After the President has approved the recommendation, the Hiring manager offers the position to the successful candidate and establishes a start date with Human Resources.(Beginning of Pay Period)
- s) The hiring manager sends a PAR request to hire to Human Resources at PAR@mwcc.mass.edu.
The hiring manager puts the candidate in touch with the Department of Human Resources to schedule a new hire orientation at least 5 days prior to the start date.

***New hires will not be allowed to start until the PAR is completely approved
And the employee ID has been supplied to supervisor***

At the conclusion of the search, the Hiring Manager contacts the remaining 2nd interview candidates by telephone and notifies them that the position has been filled.

For first interview candidates the hiring committee decides will not move forward in the process, an email will be sent via Interview Exchange to notify applicants of their status.

All outstanding candidates not selected for interview will also receive a generic email if one was not already sent earlier in the hire process.

All PARs for appointment must be submitted, approved and signed prior to employees starting work. No employee should be working without prior approval, which includes time for processing all authorized signatures.

Procedures for Posting In-House:

An In-house posting is a recruitment option to fill a permanent college position from among current MWCC College employees who are considered qualified.

- a) In limited instances, such as promotional opportunities, an in-house search may be authorized. When a hiring supervisor feels an in-house search is appropriate they should have their vice president contact the Division of Human Resources and Payroll/Affirmative Action prior to initiating the posting process.
- b) When an In-house search is authorized the Division of Human Resources and Payroll/Affirmative Action will post the position on campus for a period of at least five working days. The search committee and recommendation process as outlined in the Procedure for Filling New or Vacant Positions (Section I) will then be followed.

Procedures for Filling a Temporary/Emergency Hire:

This category is used as a designation for a temporary, short-term need that is unanticipated and may be characterized as not having advance notice, e.g., the coverage of classes for a faculty member who unexpectedly needs to be absent, a work area needing additional personnel to complete an unusually large and time-sensitive task.

Please note: Prior approval from the Vice President of Human Resources and Payroll/Affirmative Action Officer is required. Funds for an emergency hire must be drawn from the designated cost center making the request.

Period of Time: No more than nine (9) continuous weeks or a total of 200 continuous hours, not on a full time (37.5 hours/week) basis.

Selection Process: Advertising procedures may be waived. Any known, qualified person may be selected. **A hiring proposal PAR must be submitted using the Interview Exchange system and approved *prior* to the emergency hire commencing work.**

These procedures are established to permit the hiring manager's desired flexibility. The Vice President of Human Resources and Payroll/Affirmative Action Officer, however, maintains the right to review and modify each hiring procedure on behalf of the President to the extent permitted by law in order to address the needs of the College.