

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

4035P EMPLOYEE SELECTION PROCEDURE

1. It shall be the goal of the college to promote diversity in all of its manifestations. The college encourages candidates of varying ages, from many cultural backgrounds, and from various parts of the world to apply for vacancies.
2. A Supervisor determines that a vacancy exists and obtains administrative approval to initiate the search process. The Affirmative Action Officer will determine if under-representation exists in the goal unit for each specific vacancy.

If under-representation exists for a goal unit for a vacancy, the college will reimburse administrator candidates for pre-approved actual costs associated to travel for the interview and the college will reimburse other candidates for other vacancies up to a maximum of \$250 for those individuals who are traveling in excess of 150 (one-way) miles to participate in the interview. For vacancies where under-representation exists, candidates will be reduced to no more than ten to be invited for on-site interviews.

When under-representation exists, the college will advertise vacancies in publications to target protected class applications. The college will make a good faith effort to include protected class candidates throughout the application and selection process.

At any stage of the process, the Affirmative Action Officer may request that the President extend and/or close the search if the pool of protected class candidates is not satisfactory. The college is committed to considering persons with disabilities who can perform the essential functions of the job with or without reasonable accommodations, and recruitment efforts will target people with disabilities.

3. The search committee will be chaired by the appropriate administrator/supervisor or the Executive Director of Administrative Services and is responsible for the aspects of the search process. Volunteer representatives from constituent groups will be sought to participate in the search process, as appropriate: support staff, faculty, students, advisory committee, and business/industry. Support staff may be appointed from various bargaining units. Composition of the search committee will be contingent upon the nature of the vacancy with the final committee membership determined by the search committee chair or the College President. The Executive Director of Administrative Services may serve as a non-voting member of the committee as the Affirmative Action Officer.
4. All members of the search committee must agree to make themselves available to

all aspects of the hiring process or they should not serve. All members will attend a criteria development meeting before the initial screening of the applicant files begins and must agree (in writing) to maintain confidentiality during the entire process. Members of the search committee should not provide letters of recommendation for candidates as this poses a potential conflict of interest.

5. The role of the search committee is to be a partner with the administration in filling the vacancy. Tasks may include a review of the position description (if applicable), screening of candidates, creation of the interview questions, and the evaluation of candidates.

The search committee will review all applications and identify the candidates to be interviewed. The pool of candidates to be interviewed will, when appropriate, be expanded to include faculty with system-wide interview rights. The Affirmative Action Officer and the President may add candidates to the interview pool.

6. The Human Resources Department will contact all semi-finalists to arrange the interviews and if they remain interested, will send them:
 - a. Confirmation of date and time of appointment
 - b. Position description and/or proposed assignment
 - c. Promotional materials about the college and community

Other activities intended to assist the candidates understand the college and the community may be developed. They may include:

- a. A tour of the college
 - b. Relocation information regarding housing, community orientation, etc.
 - c. A meeting with the college president
7. When the interviews have been completed, the search committee will meet to discuss and determine which of the semi-finalists meet the criteria and are acceptable for recommendation to the president. The determination is to be based on the following factors:
 - a. The candidates' credentials
 - b. Interview results
 - c. A presentation/lecture on a topic germane to responsibilities of the position (or some other method used to evaluate the candidates approach to teaching or qualifications, if applicable).
 8. Final candidates are to be submitted in ranked order by the search committee chair. The list is then submitted to the President. The President may meet with the committee for discussion prior to making a selection. In addition, reference checks may be conducted. The President will make the appointment.
 9. Classified Vacancies – the recruitment strategies for classified positions will vary from that of unclassified positions. The recruitment strategies utilized will

be in compliance with the policies and procedures established by the Minnesota Management and Budget Department regarding the civil service process. Several factors may influence the recruitment and appointments such as bid, recall from layoff, claim, transfer from another state agency, etc.

In compliance with MS 43A.11 Subd 7, the top five “recently separated veterans,” who meet minimum qualifications for unlimited classified vacancies, must be granted an interview for a vacant position.

10. The Employee Selection Procedures will not be implemented for emergency or temporary appointments.

Date of Implementation:	1/19/06
Date of Adoption:	1/19/06
Date & Subject of Revisions:	July 2009 – add MS language regarding veterans interview; increased interview max to 10; other grammatical changes