

## 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.
3. The search committee will be chaired by the appropriate administrator/supervisor or the Director of Human Resources 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. Director of Human Resources, or designee, 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 individuals with 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

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 Director of Human Resources and College 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 or unranked order at the discretion of the search committee by the search committee chair. The list is then submitted to the Director of Human Resources Officer and College 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. 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 Procedure will not be implemented for emergency or temporary appointments.
11. The Employee Selection Procedure will be implemented for head coach appointments. In the case of an emergency head coach hire, that employee assignment may continue based on performance.

Date of Implementation: 1/19/06  
Date of Adoption: 1/19/06  
Date & Subject of Revisions: 7109 - add MS language regarding veterans interview  
12/12 & 2/14/13 added language regarding head coach hiring  
6/19/2018-Title change from VP of Admin Services to CHRO  
4/30/2020 - edits related to addition of 4036P  
Reviewed: 3/20/24