



# Policy and Procedure

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**Division/Department:** Personnel

**Author(s):** Robert L. Musgrove, Ph.D., Revisions: Robert L. Musgrove and Penny Hudlow  
Revision: Joe Mulford, President and Amy Kruse, CHRO

**Subject:** Hiring Process

**Authorities:** Joe Mulford, President

**Purpose:** The hiring of qualified personnel is one of the most critical functions that College managers can perform. To this end, Pine Technical and Community College establishes this structure and process for the hiring of all personnel in the College. This policy will guide the orderly conduct of the hiring system that will ensure the role we view of candidates within the parameters established by federal and state laws.

**Policy:** The hiring manager will follow a logical sequence of hiring actions in collaboration with the Human Resources (HR) Department when hiring for a “new position” or “filling a vacant position”. The hiring process will be conducted through a committee structure, utilizing review instruments for applications and resumes and for interviews. These instruments will establish a scoring process so that all committee members will be reviewing candidates and their documentations on the same standards. This process will culminate in a hiring decision based upon thorough review of a candidate's paper work and interview performance.

**Procedure:** The details of the duties/tasks and the person responsible for each is delineated in sequential order: (continued on next page)



Person Responsible	Duty/Task
Hiring Supervisor	<p>Preparing for the Search</p> <ol style="list-style-type: none"> <li>1. Completed and Approved Staff Request Form</li> <li>2. Current Position Description</li> <li>3. Current Org Chart</li> <li>4. Expectations Outline</li> <li>5. Select 2 nominations for Search Committee Chair from Manager's List to submit to Chief Human Resources Officer (CHRO) for selection</li> </ol>
Human Resources (HR)	Provides information to Hiring Supervisor on requirements of vacancy and posts the position according to bargaining contract guidelines.
CHRO	Selects Search Committee Chair and communicates decision to Hiring Supervisor
Hiring Supervisor	Meets with Search Committee Chair to clarify goals/expectations
Search Committee Chair	<p>Compiles Search Committee to include at minimum:</p> <p>Admin Vacancy:</p> <ul style="list-style-type: none"> <li>(1) Faculty Member</li> <li>(1) Administrator</li> <li>(1) Permanent Staff Member</li> <li>(1) Diversity Committee Member</li> </ul> <p>Faculty Vacancy</p> <ul style="list-style-type: none"> <li>(2) Faculty Members</li> <li>(1) Permanent Staff Member</li> <li>(1) Diversity Committee Member</li> </ul> <p>All Other Vacancies</p> <ul style="list-style-type: none"> <li>(2) Employees within Unit</li> <li>(1) Employee outside of Unit</li> <li>(1) Diversity Committee Member</li> </ul> <p>** Diversity Member can fulfill more than one role</p>
Search Committee Chair	Sends Search Committee member list to Affirmative Action Officer (AAO)/HR for approval
Search Committee Chair	<p>Invites selected participants to be a part of Search Committee</p> <ul style="list-style-type: none"> <li>- Coordinates with AAO/HR if changes in membership need to be made</li> </ul> <p>Schedules first Search Committee Meeting</p>
Search Committee Chair	<p>First Search Committee Meeting</p> <ul style="list-style-type: none"> <li>- Introductions</li> <li>- Overview of Affirmative Action, Confidentiality, Roles</li> <li>- Hiring Manager reviews expectations</li> <li>- Establish meeting times/deadlines</li> </ul>





	<ul style="list-style-type: none"> <li>- Discuss screening criteria and method of evaluation</li> </ul> <p><b>**Complete Video Training/Confidentiality Notice prior to second Meeting and send acknowledgement to Search Committee Chair</b></p> <p><b>**HR/AAO and Hiring Manager should be invited to first meeting</b></p>
AAO/CHRO	Certifies Applicant Pool
Search Committee Chair	<p>After confidentiality and AAO requirement have been met applicants can be acquired in the following manner:</p> <ul style="list-style-type: none"> <li>- Classified Vacancies – Schedule time to meet with HR to collect hardcopy resumes</li> <li>- Unclassified Vacancies – Contact HR to release electronic applications to search committee</li> </ul>
Search Committee Chair	<p>Second Search Committee Meeting</p> <ul style="list-style-type: none"> <li>- Review screening Info</li> <li>- Discuss/evaluate applicants</li> <li>- Identify candidates to interview</li> <li>- Determine date/time/place for interview</li> <li>- Review format of interview (questions, teaching presentation, etc.)</li> <li>- Assign responsibility for arranging for space, refreshments, and tour</li> <li>- Review remaining timeline</li> <li>- Submit semifinalist pool and dates/times to be approved by AAO/HR</li> </ul>
Search Committee Chair and Committee	<ul style="list-style-type: none"> <li>- Development of interview questions and discussion of appropriate responses</li> <li>- Submit to HR/AAO for approval</li> </ul> <p><b>** Can be done via email</b></p>
HR	<ul style="list-style-type: none"> <li>- Schedules interview with semi-finalist pool</li> <li>- Contacts applicants not selected for interview</li> </ul>
Search Committee Chair	<p>Final Committee Meeting – Following completion of semifinalist interviews</p> <ul style="list-style-type: none"> <li>- Review screening and interview information</li> <li>- Discuss/evaluate candidates</li> <li>- Select finalist(s)</li> <li>- Submit finalist pool to be approved by AAO/HR</li> </ul>
Search Committee Chair	<ul style="list-style-type: none"> <li>- Submit reference check questions to HR/AAO for approval</li> <li>- Informs semi-finalists of status and intent to contact references.</li> <li>- Obtain signed consent form prior to any references contacted.</li> <li>- Reference Checks of semifinalists (minimum of 3)</li> <li>- Contact interviewees not selected as finalists to notify they are not considered for the position</li> </ul>





Search Committee Chair	- Forwards the Consent Form and Strengths/Weaknesses from reference checks to HR.
HR	- Provides reference check information to Hiring Supervisor - Schedules Final Interview with Hiring Supervisor and appropriate personnel listed below (at minimum): <i>Faculty</i> President and Chief Academic Officer <i>Administrator</i> President and Chief Human Resources Officer and/or Cabinet Representative <i>Supervisor</i> President and Hiring Supervisor <i>All other positions</i> President and Hiring Supervisor
Hiring Supervisor	- Meets with President to review candidates after final interview to select candidate or fail search
Hiring Supervisor	- Consults with HR to move forward with Employment Offer (start date/pay rate/employment conditions/etc.)
Hiring Supervisor	- Makes employment offer - Email HR to confirm hire - Email Search Committee Chair to close out the search
Search Committee Chair	- Notifies the remaining non-selected finalists after offer has been accepted - Returns the entire search file to HR within 1 week after the offer has been made.
HR	- Prepares formal appointment letter

**Responsibilities:**

**Dissemination:** Each manager on the Managers Group will be responsible for disseminating this policy to everyone in his/her division. The policy will be posted on the College website.

**Reviewed by Executive Cabinet:** 9/3/98

**Reviewed by Faculty Senate:** 9/3/98

**Reviewed by:**

**Approved:** 9/3/98

**Reviewed by Manager’s Group:** 01/05/2009

**Reviewed by Campus Roundtable:** 1/12/2009

**Approved:** 1/12/2009

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**Joe Mulford, President**

**Date**



800.521.7463/  
320.629.5100



www.pine.edu



900 Fourth Street SE  
Pine City, MN 55063



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