

PURPOSE	The purpose of this procedure is to outline the recruitment process for all positions at the College and ensure the search process is consistent and equitable. Where applicable, distinctions to align with the Faculty MCC-NEA contract are noted.
APPLICABILITY	This procedure applies to any and all benefit eligible faculty, staff, and administrators of Metropolitan Community College. This procedure applies to all searches conducted at the College. Where differences in position classification occur (i.e., staff, administration, and faculty), they are noted in the procedure. The purpose of this procedure is to outline the recruitment and hiring procedure for all employees of MCC to the extent this procedure does not conflict with any negotiated bargaining agreement.
DEFINITIONS	Reference Board Policy 3.05020 for Personnel Categories. Full-Time Faculty Search processes are defined in Article 7.H of the approved MCC-NEA Contract.
SEARCH COMMITTEE PRE-INTERVIEW PROCEDURES	A position will be listed on the approved staffing table, vacant (or scheduled to be vacant), and budgeted before recruitment can be initiated. The Vice Chancellor of Administrative Services and Chief Human Resources Officer (CHRO) manage the staffing table. To post a vacant position and initiate the recruitment process, the Officer responsible for the position (unit officer) will prepare a Position Justification form; and submit it to Human Resources who will seek approval by the Executive Cabinet to advertise. Once the Executive Cabinet approves a vacant position, positions will be posted. The approved Position Justification form is forwarded to Human Resources, who will initiate recruitment of candidates. The minimum posting time is two weeks for all external positions. Recruiting efforts may include internal, local and national advertising, as well as listing with the Missouri Division of Employment Security. All search committee members, prior to reviewing applications, are required to undergo search committee training provided by Human Resources. Employees who wish to serve on search committees are required to have completed Search Committee/Hiring Process training prior to serving on a committee. Training is valid for one calendar year. Any person involved in the search committee process will not disclose confidential materials and will be guided in dealing with such materials by professional ethics, common courtesy, respect for privacy of candidates and committee members,

and applicable legal considerations. Deliberations will be confidential and not shared with anyone external to the recruitment process. If it is determined there has been a breach in confidentiality, it may result in a committee member being removed from the search process, formation of a new search committee, and/or failing of the search, as recommended by the CHRO to the unit officer and Chancellor.

To ensure the search committee reflects MCC's values of inclusion and diversity, all search committees will be reviewed and approved by Human Resources to make certain its composition reflects the diversity of the institution (race, gender, position level, campus). For administrator searches, the appropriate Officer will appoint a search committee representing administrators, faculty and staff to screen, interview, and recommend candidates. For faculty search committees, composition will align with the MCC-NEA agreement as well as reflect the diversity of the MCC community.

The search committee chair is expected to serve as the primary channel of communication to Human Resources should any irregularities or EEO/DIA concerns occur in the search.

Upon a position posting closing, Human Resources will screen applicants to determine those that meet the minimum qualifications as outlined in the approved position description. Administrator and faculty searches will remain in an "open until filled" status, with first priority given to those applicants who meet the initial deadline date.

The search committee chair for a vacant position is responsible for convening the search committee for each required step in the review and selection process. The search committee chair will be responsible for ensuring talent acquisition best practices are followed.

SEARCH COMMITTEE
APPLICATION REVIEW

Search committees must be comprised of a minimum of three individuals, and constitute an odd number (3, 5, 7, etc.). To ensure the search process is consistent and equitable search committees should be comprised of diversity in position level, campus/location, race, gender.

The supervisor of the vacant position should not serve on the search committee unless it is a non-supervisory staff vacancy. However, the MNEA contract specifies that the Dean of Instruction serve on faculty selection committees. The supervisor of the vacant position can attend first level interviews as an observer of staff and administrators, not a voting member.

If the vacant position does not supervise other positions, the supervisor of the vacant position can serve as the chair and will select two individuals to also serve on the committee with no second-level interview required. Search committees must utilize the Applicant Evaluation Form, comprised of preferred qualifications and hiring supervisor feedback approved by HR, which should be used to screen and evaluate candidates. Human Resources will review and approve the form to ensure alignment.

Interview questions will be developed by the search committee and should be congruent with the knowledge, skills, abilities, and competencies listed in the position description. Behavioral and situational-based questions should be included in the submitted interview questions. All staff and administration search committees should also strive to develop a question that addresses customer service and a question that addresses inclusion/belongingness/diversity. Human Resources will review interview questions prior to the release of applicant information to the search committee.

JOB CLOSING &
CANDIDATE
SCREENING

Applicant materials will be screened by Human Resources within three working days of the initial close date. If the Director of Talent Acquisition makes the determination, in conjunction with the supervisor of the vacant position, that the applicant pool is not sufficient, they will confer to determine if the posting should be closed and reposted or remain open until filled. Administrator and faculty searches will remain in an "open until filled" status, with first priority given to those applicants who meet the initial deadline date.

The search committee will complete a Strengths and Concerns form and submit it to Human Resources along with the recommendation for hire, to move applicant(s) forward in the search process. If no applicants are moved forward by the search committee, the search committee can elect to review additional candidates who have applied after the initial deadline date and who have met the minimum qualifications. A minimum of two candidates should be sent to the supervisor for the second-level interview. If only one candidate is selected, the supervisor should consult with the committee as to next steps.

It is strongly encouraged that the supervisor of the vacant position conduct second level interviews. The supervisor will complete a Strengths and Concerns form or add to the form completed by the search committee and provides Human Resources with a recommendation for hire and completed references. If the supervisor of the vacant position recommends no candidates for hire and fails the search, he or she will inform Human Resources. Note: The

unit officer and Chancellor must approve all hires prior to submitting for Board approval.

INTERNAL
APPLICATIONS

Past performance will be considered for Internal Applicants. The Director of Talent Acquisition will prepare a list of internal applicants and send it to the Director of Employee Relations prior to applications being released to the committee. The Director of Employee Relations will communicate any concerns about an employee's past performance or behavior issues to the Director of Talent Acquisition. For performance or other issues so severe it would eliminate an internal candidate from consideration, the CHRO will be consulted and give final approval. Any internal candidates not approved to move forward will not be in the pool of applicants released to the committee.

REFERENCE CHECK
RESPONSIBILITY

Internal candidates require one reference, which may be the most recent supervisor. For staff positions, posted externally, with no supervisory responsibilities, two professional references are required, one of which may include the most recent supervisor. For staff positions, posted externally, with supervisory responsibilities, three professional references are required, one of which may include the most recent supervisor. For administrators and staff with supervisory responsibilities, three professional references are required, one of which may include the most recent supervisor. For full-time faculty, three professional references are required, one of which may include the most recent supervisor. For adjunct faculty, two professional references are required. For part-time employees two professional or personal references are required. Human Resources will review all references submitted by hiring supervisors for completeness.

Upon receipt of recommendation for hire memo, strengths and concerns form and completed professional reference checks, the Director of Talent Acquisition (or designee) will prepare the finalist application packet for review by the Chancellor (to include application, cover letter, all completed professional reference check forms, and copies of transcripts if required). The Chancellor will review the application packet and confirm in writing by memorandum to the Director of Talent Acquisition of approval to proceed with the pre-employment process. The Chancellor reserves the right to request and review additional finalist application packets. In this case, the committee chair will be consulted.

Note: Candidates who have applied for Level 2 Administrator positions and higher may be required to meet with the Chancellor.

Once approved, this decision will be documented and forwarded

to the CHRO or their designee. The CHRO or their designee will communicate this to the hiring supervisor and committee chair. The CHRO or their designee will determine initial salary placement of all finalist pursuant to applicable policy. The finalist will be contacted by Human Resources and offered the position, subject to all pre-employment procedures being completed satisfactorily, and if required, subject to Board approval.

PRE-EMPLOYMENT

Upon final approval by the Chancellor, Human Resources will commence the pre-employment process to include the criminal background check. No applicant will be able to commence a position with Metropolitan Community College without having an approved criminal background check, Tuberculosis Screening, approved professional references, and official transcripts on file in Human Resources.

No candidate requiring Board approval will be submitted by the CHRO and Chancellor to the Board of Trustees without approved reference checks, criminal background check, and official transcripts on file. The action of the Board will be communicated to the finalist by the CHRO or their designee.

EMPLOYMENT CONTRACTS

Employment contracts will be prepared by the CHRO. Before contract is legally in effect it must be signed by the faculty member or administrator, the chancellor, and the president of the Board. This may be done electronically in the future.

NEW EMPLOYEE ORIENTATION

New Employee Orientation is mandatory for all employees at Metropolitan Community College. Only the Chancellor in conjunction with the CHRO will grant exceptions.

PERFORMANCE AND ONBOARDING GOALS

Supervisors are required to set 30 and 90 day performance and onboarding goals for new employees during the employees first full work week. These goals should be included on the 30 and 90 day review forms, which when completed, will be attached to the employee's Taleo record. All required compliance training must be completed within the first 90 days of employment.

FURLOUGHED STAFF EMPLOYEES

A staff employee furloughed due to a reduction in force may be recommended to fill a position with the same title and duties provided that no more than one year has elapsed since the furlough date.

A furloughed employee may also be considered for a different position if qualified, provided that no more than one year has elapsed since the furlough date.

REFERENCE

3.05080BP Recruitment and Hiring Board Policy.