HOW DOES THE DEPARTMENT OF HUMAN RESOURCES AND AFFIRMATION ACTION AND THE SEARCH COMMITTEE HELP CANDIDATES?

Our process assists candidates by:

- Guiding compilation of curriculum vitae, cover letter, and background material;
- Providing information on the search process;
- Supporting negotiation of compensation; and
- Collaborating with the institution and the successful candidate on a transition plan.

Every candidate is important to us, and we strive to treat each person in a forthright manner.

HOW IS MY CONFIDENTIALITY PROTECTED?

Confidentiality is essential in attracting, recruiting, and appointing the best candidates. A candidate has the right to ask for as much confidentiality as possible. In some cases, an institutional regulation or state regulation will impact the degree to which we, and the search committee, can respect an individual’s request for confidentiality. Within public institutions, you the candidate, the Department of Human Resources and Affirmative Action, and the search committee are constrained to operate within parameters particular to Mount Wachusett Community College. Only you, as a candidate, can make the decision to proceed in a search. The Department of Human Resources and Affirmative Action role is to lessen your stress by providing as much clear information as possible about the process.

DOES IT MATTER HOW MY CREDENTIALS ENTER THE SEARCH PROCESS?

We care about finding the very best possible candidate.

If your name is suggested to the Department of Human Resources and Affirmative Action by one of our sources or by nomination, you will receive a call from the search committee chairperson. At that time, it is appropriate to ask about the process, its time line, the degree of confidentiality, and the role of the Department of Human Resources and Affirmative Action in the search. It is your responsibility to ask for background information before making the decision to submit your credentials.

If you respond to an advertisement for the position, or learn of it from another source you will hear directly from the Department of Human Resources and Affirmative Action on behalf of the institution.

After this initial contact, you may or may not receive further correspondence, depending on the institution’s interest. If the institution is interested in pursuing your application, you will be contacted by letter to establish your candidacy.

IF I WANT TO BE CONSIDERED FOR A PARTICULAR OPPORTUNITY, WHAT SHOULD I DO?

Consideration for a job opportunity requires submission of your resume and cover letter. The content and appearance of your resume, combined with a well written and researched cover letter, are an integral part of the application process.

If you are selected for further consideration, you may be asked for a telephone screening by the search committee, or most likely a personal interview with the committee.

The search process in higher education takes time: four to six weeks is common, with senior level searches taking two months or longer. Patience is required of candidates while the college makes decisions. The Department of Human Resources and Affirmative Action and the search committee are both committed to keeping candidates informed throughout the process.

WHAT ABOUT MY REFERENCES?

The college asks all candidates who are interviewed to indicate references who are contacted to provide job competency information. In some cases, the college may request additional background checks. You should choose your references with care and notify each in advance so he or she may be as informative and helpful as possible. We recognize the sensitivity of this process and will not contact a current employer without your permission. However, finalization and a formal offer are usually made on condition of contact with a candidate’s current employer.

WHAT DO WE DISCUSS COMPENSATION?

Usually the opportunity to discuss compensation benefits and family or personal issues occurs towards the end of the search process. Such dialogue is imperative to create the right choice for both the candidate and the institution.

Sometimes there are unrealistic expectations on both sides, and the college can help resolve the discrepancies between a qualified candidate’s requirements and the institution’s projected compensation.

WHAT IF I DON’T MOVE FORWARD?

Issues of credentials, experience, and scores of other elements blend together in the final selection process to create a successful match of the candidate and the institution. Informing a candidate that he or she will not move forward is difficult for all involved. The decision is usually made by the search committee, division dean, and/or the president. Not to be selected in a search is common due to the competitive nature of the process, and therefore, it should not be taken personally. Regardless of the outcome, many candidates consider the experience as a way to clarify their goals, refine their resume, and interviewing skills.
**WHAT IS THE ROLE OF THE DEPARTMENT OF HUMAN RESOURCES AND AFFIRMATIVE ACTION IN A SEARCH?**

We facilitate the hiring process and enhance the environment for thoughtful decisions for all parties involved. With this in mind, we generally:

- Conduct, with the hiring manager, and the search committee an in-depth assessment of the position and the applicants applying for the position;
- Construct, with the search committee chairperson, a design for the interview process and establish clear and efficient candidate communication process;
- Support job offer negotiations; and
- Facilitate transition for the successful candidate and the institution.

The Department of Human Resources and Affirmative Action serves as a liaison between the institution’s search committee and candidates and does not make decisions on behalf of either party.

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**WELCOME!**

Candidates ask many questions about the search process:

“How long will it take?”

“What are the steps involved?”

This brochure will begin to answer these questions and others commonly asked by candidates as they enter a search. We hope it will provide a better understanding of the search process and the role the Department of Human Resources and Affirmative Action in that process.

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**CANDIDATE INFORMATION GUIDE**

**WHAT A CANDIDATE SHOULD KNOW**

Brought to you by Mount Wachusett Community College and the Department of Human Resources and Affirmative Action.

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