Department of Human Resources and Affirmative Action

RECRUITMENT AND HIRING POLICY AT MWCC

Full-time and Part-time Positions

Policy Statement:


The President, as the college’s appointing authority, must authorize all appointments.

The Board of Trustees and/or the Chairman of the Board of Trustees must approve the President’s recommendation to hire upper level administrators before a person may be officially appointed to the position and begin employment. The Board of Trustees has granted the President authority to hire other employees without prior approval, however, the Board of Trustees and/or the Chairman of the Board must be informed of such an appointment.

All appointment and reappointment requests for employees must be submitted, approved and signed prior to the employees’ starting work and/or continuing. NO employee should be working without prior approval.

1) Procedures for filling new or vacant Full and Part-Time Positions:

a) The hiring supervisor must submit a new and/or vacant position announcement through MWCC’s PeopleAdmin System. The hiring manager must log on to the system by accessing the following web address: http://mwcc.peopleadmin.com/hr. The hiring manager then prepares/up-dates the job description and interview questions which must be attached in the PeopleAdmin System. The Advertisement Request template must be filled out by the hiring manager identifying the salary, position type, position title, search committee members and identify where the ad. will be run, i.e., Worcester T & G.

PLEASE NOTE: A member of the Multicultural Awareness Committee must serve on all positions of thirty hours per week or more. Once all of the applicable fields are filled out and the job description has been uploaded the hiring manager saves the position and then forwards in for approval to the Department of Human Resources to be submitted for approval to the following: Associate Vice President of Human Resources/Affirmative Action Officer, Payroll Manager, supervisor, appropriate Vice President, Vice President
of Administrative Services, College Business Office representative, and the College President.

b) The new/vacant position is then reviewed by the Department of HR to include approval from the Payroll and Benefits Manager. After reviewing the posting, the position ad. is then forwarded via the PeopleAdmin System to either the appropriate Administrator, i.e., Division Dean and/or the appropriate Vice President.

c) After reviewing the posting the Vice President then forwards the posting to the College’s Affirmative Action Officer.

d) The Affirmative Action Officer verifies the position information and if approves it she will then forward the posting to the Vice President of Administrative Services.

e) The Vice President of Administrative Services verifies/approves the position and then forwards the posting on to either the College President for full-time/pro-rated benefited positions and/or the Executive Vice President for part-time position.

f) Next, the President and/or Executive Vice President approves the posting. Each Friday, the Department of Human Resources’ posts all approved positions in PeopleAdmin.

g) POSITION VACANCY announcements which are identified as an “Internal Posting” are prepared and posted internally. In some instances, these posting may also be advertised externally depending on the posting option requested by the hiring manager/supervisor. Internal positions will be posted on official bulletin boards within (5) working days after the processing date.

h) After the application deadline date, the Director of Human Resources & Affirmative Action summarizes the affirmative action data information on the JOB SEARCH DATA SHEET and then reviews all aspects of the hiring process with the hiring manager. The items reviewed with the hiring manager include: AFFIRMATIVE ACTION GOALS, SEARCH COMMITTEE MEMBER GUIDELINES, INTERVIEW DATA SHEET, TELEPHONE REFERENCE CHECK FORMS, and the AFFIRMATIVE ACTION APPLICANT QUESTIONNAIRE FORM.

i) After meeting with the hiring manager the Director of HR submits the Job Search Data Sheet to the Affirmative Action Officer for her approval.

j) Once the AA Officer approves the Job Search Data Sheet the Director of HR releases the applications to the hiring manager via a PeopleAdmin email notification. All applications will then be released to the search committee members by the hiring manager for their review.

k) The hiring manager and the designated search committee members then select the candidates to interview by changing the candidate’s status to “Recommend to Interview – HM”.

l) The Affirmative Action Officer then reviews the candidates who were recommended to be interviewed. PLEASE NOTE: The Affirmative Action Officer reserves the right to add any additional applicants if deemed qualified for the position. Once approved, the Affirmative Action Officer will change that candidate’s status to “Recommend to Interview – AAO”.

m) The hiring manager will then receive an email notification from PeopleAdmin identifying those candidates that have been approved to be interviewed. The hiring manager/search committee chairperson then arranges the interview schedule. The hiring manager notifies each candidate selected for an interview that they may be required to be processed
through both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI) check.

n) All of the materials, i.e., personal notes taken by committee members must be properly discarded by each individual search committee member after the position has been filled.

o) After the 1st round of interviews have been conducted the hiring manager on behalf of the entire search committee changes the status of those candidates that they have decided to move forward to the status of “Finalist” in the PeopleAdmin System by selecting those specific candidates and changing their status to “Recommend as Finalists – HM”.

p) Prior to changing a candidates’ status to “Recommend to Hire” the hiring manager must complete a minimum of two to three successful professional telephone reference checks for the finalist(s) who is/are recommended for hire. *Telephone reference checks also must be completed for each finalist where second round of interviews are conducted.

q) The Affirmative Action Officer will then be notified by the hiring manager via the PeopleAdmin System identifying the selected finalist(s) who have been recommended for the second round of interviews and/or as the “Finalist” for the position also identified as “Recommend to Hire – HM”.

r) Once the Affirmative Action Officer has approved those status changes in PeopleAdmin the hiring manager will be notified of the AAO’s approval for either a second round of interviews and/or the President’s/AAO’s Approval to hire a candidate(s).

s) Once the final hiring recommendation has been approved by the Affirmative Action Officer and the College President, the hiring manager must then submit a PERSONNEL ACTION REQUEST Form to be processed (full-time PARs are processed in the Department of Human Resources & Affirmative Action).

t) All appointment and reappointment requests for employees must be submitted, approved and signed prior to the employees’ starting work and/or continuing. NO employee should be working without prior approval.

u) Non-finalists letters are automatically generated in the PeopleAdmin System once the hiring manager changes applicants’ status to “Non-Finalists – HM”. An email notification is then sent to those candidates notifying them of their non-selection. Non-finalist letters are not generated until after the final candidate has accepted the job.

v) Once a position has been accepted the next steps are as follows:

i) Full time: when the appointment date is in advance of the next scheduled Board of Trustees meeting, at which time the President secures authority to hire from the Chairperson of the Board of Trustees. A letter to support this action is prepared by the President and forwarded to the Department of Human Resources & Affirmative Action. Other appointments will become effective, and will be processed following the date of the Board of Trustees meeting.

ii) Part time: appointments are authorized by the President and the Board of Trustees is then notified of the action via the Trustees agenda.

iii) The Department of Human Resources & Affirmative Action prepares the Personnel Action Request Forms (PARs). Letter(s) of appointment are prepared in the Department of Human Resources & Affirmative Action for signatures from the President and the successful applicant.

2) Procedures for Posting In-House:
An In-house posting is a recruitment option to fill a permanent college position from among current college employees who are considered qualified.
a) In certain instances, such as promotional opportunities, an In-house search may be authorized. When a hiring supervisor feels an In-house search is appropriate, he/she should indicate this on the Advertisement Request form within the PeopleAdmin System. Such a request must be approved by: Associate Vice President of Human Resources/Affirmative Action Officer, appropriate Vice President and the College President.

b) When an In-house search is authorized, the Department of Human Resources & Affirmative Action will post the position on campus for a period of at least five working days. The search committee and recommendation process as outlined in the Procedure for Filling New or Vacant Positions (Section I) will then be followed.

3) Procedures for Filling a Temporary/Emergency:

This category is used as a designation for a temporary, short-term need that is unanticipated and may be characterized as not having advance notice, e.g., the coverage of classes for a faculty member who unexpectedly needs to be absent, a work area needing additional personnel to complete an unusually large and time-sensitive task. Proceed by completing the PERSONNEL ACTION REQUEST form and forwarding it to the Department of Human Resources & Affirmative Action indicating the position is an EMERGENCY HIRE. Please note: Funds for an emergency hire must be drawn from the designated cost center making the request.

Period of Time: No more than nine (9) continuous weeks or a total of 200 continuous hours.

Selection Process: Advertising procedures may be waived; any known, qualified person may be selected. A Personnel Action Request must be filed with the Department of Human Resources & Affirmative Action prior to the emergency hire commences work.

These procedures are established to permit the hiring manager’s desired flexibility; however, the Associate Vice President of Human Resources/Affirmative Action Officer maintains the right to review each hiring procedure.