

The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Definitions:

Associate Faculty Pool: Associate Faculty candidates who have applied for an Associate Faculty position and have provided acceptable qualification documents, but have not yet been offered a position.

Hiring Manager: Immediate supervisor of the vacant position

New Position: A position that is newly created and has not been recently vacated by any MCC employee.

Replacement Position: A position that already exists in the college staffing structure and has been vacated due to employee attrition.

Date of Adoption: Adoption of Manual

References: ARS 15-1445

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Reassignment is a permanent assignment of an employee to another position within the same pay grade or one (1) pay grade higher. At any time, the College may reassign an employee or a position and it's incumbent to meet organizational needs. If the new location is within a reasonable commute, as defined by the College, the employee must accept the reassignment or choose to resign.

Recruitment:

Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President. No other advertising or recruiting will be enacted when a vacancy is to be filled by reassignment.

Selection:

The hiring manager will consider available employees and recommend the chosen employee to the President for reassignment. Documentation concerning the rationale for reassignment must be provided by the hiring manager. The President may approve a reassignment to the recommended employee or reopen the search.

The notice of reassignment may be made by the hiring manager, a human resources representative, or another as designated by the President.

Hiring:

Once an individual has been notified of a reassignment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment in the new position. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete any additional employment paperwork. All employment processing must be completed prior to the first day in the new position. Incomplete paperwork may result in a postponement of the first day of employment. Human Resources will verify completion and release the employee for the start of work.

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Vacancy

A vacancy is recognized when the hiring manager and Human Resources receives notice of an employee's intent to separate from employment or the college's intent to sever the working relationship with an employee. All vacancies require written documentation of separation.

When a vacancy is identified, Human Resources and the hiring manager will decide which recruitment, selection and hiring process (Reassignment, Merit Promotion, or Competitive Interview) will best provide employees equipped to meet the needs of the College. In most instances and for professional and administrative positions, a competitive interview process is preferable.

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Merit Promotions

Merit promotion is the system under which the College considers an employee for vacant positions through competition with other employees being evaluated and ranked for the position on the basis of their personal merit, experience, education, competencies and performance.

Recruitment

Recruitment for a new position is as follows:

- Request to Staff and Fund
The requesting supervisor will complete a Request to Staff and Fund form, including a list of the proposed duties and a rationale for the addition of the new position. Human Resources will review the request, assign an appropriate pay grade and status, and create a position specification. All new positions must receive final approval from the President. After approval, Human Resources will assign a position control number and create a position description.
- Create Job Requisition
The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.
- Advertise Vacancy
Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Recruitment for a replacement position is as follows:

- Review position specification
- Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President.
- Create job requisition
- The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.
- Advertise the position as required
- Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Selection

Screening: Prior to screening, Human Resources in conjunction with the hiring manager will establish neutral, job-based criteria for screening candidates. Human Resources will screen employee applications based on the established criteria and may administer a subject matter screening, conducted by faculty and staff considered to be experts in the field of the opening. Applicants may be required to take a skills test prior to being selected for interviews. Eligible applicants will be presented to the hiring manager, who will select the interview candidates.

Interview: See 5.130-E

Background Checks: See 5.130-F

Offer of Employment

For temporary and associate faculty positions, the interview committee will make a final decision and contact Human Resources with the name of the successful candidate.

For support, professional, faculty and administrative positions, the top applicant will be recommended to the President by the committee chair. Documentation concerning the rationale for employment must be provided by the committee. The President may approve an offer employment to the recommended candidate, request further interviews, or reopen the search.

The offer of employment may be made by the committee chair, a human resources representative, or another as designated by the President. Should the top candidate decline the offer, resign during the probationary period, or fail the probationary period, the College reserves the right to extend an offer of employment to the second place candidate, and likewise, the third place candidate.

The College may either provide a relocation stipend or reimburse new employees for relocation expenses at the discretion of the college President. Any new employee who voluntarily separates from employment before completing 12 continuous months of service or academic year (in the case of faculty) will be required to repay the college one half of the net payment of college supported relocation expenses, which can be deducted from the final paycheck.

Hiring

Once an individual has accepted an offer of employment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete new hire paperwork. New hire processing must be completed prior to the first day of employment. Incomplete new hire paperwork will result in a postponement of the first day of employment.

Date of Adoption: *Adoption of Manual: July 2008*

References: *ARS 15-1445*

The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices.

Competitive Interview is the process under which the College considers inside and outside applicants for vacant positions through a competitive process, being evaluated and ranked for the position on the basis of their personal merit, experience, education, competencies and performance.

Recruitment

Recruitment for a new position (a position that is newly created and has not been recently vacated by any MCC employee) is as follows:

1. Request to Staff and Fund
The requesting supervisor will complete a Request to Staff and Fund form, including a list of the proposed duties and a rationale for the addition of the new position. Human Resources will review the request, assign an appropriate pay grade and status, and create a position specification. All new positions must receive final approval from the President. After approval, Human Resources will assign a position control number and create a position description.
2. Create Job Requisition
The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.
3. Advertise Vacancy
Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Recruitment for a replacement position (a position that already exists in the college staffing structure and has been vacated due to employee separation) is as follows:

1. Review position specification
Human Resources will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President.
2. Create job requisition
The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.
3. Advertise the position as required
Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Selection

1. Screening

Prior to screening, Human Resources in conjunction with the hiring manager will establish neutral, job-based criteria for screening candidates. Human Resources will screen employee applications based on the established criteria and may administer a subject matter screening, conducted by faculty and staff considered to be experts in the field of the opening. Applicants may be required to take a skills test prior to being selected for interviews. Eligible applicants will be presented to the hiring manager, who will select the interview candidates.

2. Interview Process

The interview process shall be dictated by and conducted in accordance with state and federal laws and guidelines concerning hiring practices. Interviews will be conducted by an interview committee as per 5.250-E. In an interview process where candidates are located outside of the immediate area, a telephone or video interview may be used to narrow the field of candidates to be invited to an on-ground interview.

Applicants should be interviewed as closely together as possible, preferably in the same day when practical. Prepared questions, reviewed and approved by Human Resources, must be used in all cases. No additional questions may be asked with the exception to follow-up questions based upon the interviewee's response. During the interview process the committee members shall individually make notes and rate the responses of the applicant.

In addition to the interview, faculty applicants shall be prepared to provide a teaching demonstration to the committee or a class to be evaluated. Professional or administrative applicants may be required to present an administrative project or demonstrate public speaking abilities.

After discussion and consensus, the interview committee shall rate the candidates in order of preference for hiring. All portions of the interview process are confidential. Members of the interview committee shall not discuss the interview process with any other individuals, except other members of the interview committee. All interview notes and rationale must be submitted to Human Resources at the end of the process.

3. Background Checks

Because all applicants in a Merit Promotion process are current employees, only an informal reference check will be conducted with the current supervisor. A background check may be required for transfers or promotions of current employees within the college, please see Background Checks under 5.250-F.

4. Offer of Employment

For temporary and associate faculty positions, the interview committee will make a final decision and contact Human Resources with the name of the successful candidate.

For support, professional, faculty and administrative positions, the top applicant will be recommended to the President by the committee chair. Documentation concerning the rationale for employment must be provided by the committee. The President may approve an offer employment to the recommended candidate, request further interviews, or reopen the search.

The offer of employment may be made by the committee chair, a human resources representative, or another as designated by the President. Should the top candidate decline the offer, resign during the probationary period, or fail the probationary period, the College reserves the right to extend an offer of employment to the second place candidate, and likewise, the third place candidate.

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Once an individual has accepted an offer of employment, Human Resources, in consultation with the hiring manager and the new employee, will determine the first day of employment. All regular full-time and regular part-time employees will be contacted by a human resources representative to make an appointment to complete new hire paperwork. New hire processing must be completed prior to the first day of employment. Incomplete new hire paperwork will result in a postponement of the first day of employment.

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Interview Committee Membership

To ensure applicants selected for interview and final consideration are evaluated by more than one individual to minimize the potential for personal bias, an interview committee will be utilized. The committee consists of three (3) to five (5) members, including the chair and may be expanded at the request of the president. The committee should, to the extent possible, be diverse in job classification, gender and ethnicity. In the case of faculty interviews, the committee shall be comprised of faculty members and associate deans and/or program directors. All members will complete training in interview techniques prior to serving on an interview committee. No member of the interview committee can be an acquaintance or relative of an applicant.

The interview committee chair will be as follows:

<u>Position Type</u>	<u>Interview Committee Chair</u>
Associate Faculty	Associate Dean or Program Director
Temporary and Support	Hiring Manager
Professional	Chief Officer/Dean/Director
Faculty	Chief Academic Officer/Program Director
Administration	President

If the interview committee chair is not the hiring manager, the hiring manager will be included as one of the members of the interview committee. The assigned interview committee chair may delegate the chair position to another with approval from Human Resources. The President, or his/her designee, may serve as the chair and/or member of every interview committee.

A human resources representative may serve as a non-voting member of the committee and as a facilitator to the committee and the process, including setting up interview appointments, preparing a list of approved questions, training interview committee members on appropriate interview notes and discussing college salary ranges and benefits with candidates.

Interview Process

The interview process shall be dictated by and conducted in accordance with state and federal laws and guidelines concerning hiring practices. In an interview process where candidates are located outside of the immediate area, a telephone or video interview may be used to narrow the field of candidates to be invited to an on-ground interview.

Applicants should be interviewed as closely together as possible, preferably in the same day when practical. Prepared questions, reviewed and approved by Human Resources, must be used in all cases. No additional questions may be asked with the exception to follow-up questions based upon the

interviewee's response. During the interview process the committee members shall individually make notes and rate the responses of the applicant.

In addition to the interview, faculty applicants shall be prepared to provide a teaching demonstration to the committee or a class to be evaluated. Professional or administrative applicants may be required to present an administrative project or demonstrate public speaking abilities.

After discussion and consensus, the interview committee shall rate the candidates in order of preference for hiring. All portions of the interview process are confidential. Members of the interview committee shall not discuss the interview process with any other individuals, except other members of the interview committee. All interview notes and rationale must be submitted to Human Resources at the end of the process.

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Background Checks

Candidates will be offered the opportunity to sign a release allowing the College to seek references and a criminal history report as part of a background check. Refusal to submit to the background check process may eliminate a candidate from consideration for the position. Background checks will be completed for only the top candidate. Background check results may affect the candidate's eligibility for the position or the order of preference for hiring.

References: A minimum of two reference checks are to be completed. One reference check must be from the candidate's current or, if not currently working, most recent employer. A summary of the reference checks will be prepared for the committee.

Criminal History: Mohave Community College is committed to protecting the safety and welfare of employees, students and the general public, preserving state property, and upholding the reputation and integrity of MCC for the citizens of Mohave County. The final candidate for any position, Academic, Administrative, Professional or Support, is required to pass a criminal history background check prior to beginning the duties of the new position and the offer of employment shall be conditioned on the receipt of an acceptable criminal history background check. Failure of an applicant to consent to a criminal background check is grounds for rejection of the applicant. A background check may be required for transfers or promotions of current employees within the college. Further, a criminal history background check may be used as part of an investigation of current employee misconduct.

Individuals with a criminal history will not be automatically disqualified for employment. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if conduct leading to arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment.

Criminal history records shall not be used to discriminate on the basis of race, color, national origin, religion, sex, disability, or age.

In reviewing the results of a criminal history background check on an individual applicant, MCC will review each applicant on a case-by-case basis to determine whether there is a substantial relationship between the pending charge or conviction and the position and whether the applicant should be further considered for the position. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations. During deliberation, the following factors will be considered:

The Offense - The nature, severity and intentionality of the offense(s) including but not limited to:

- The statutory elements of the offense (rather than the individual's account of the facts of the offense);
- The individual's age at the time of the offense(s);
- Number and type of offenses (felony, misdemeanor, traffic, other);
- Time elapsed since the last offense;
- The individual's probation or parole status;
- Whether the circumstances arose out of an employment situation; and
- Whether there is a pattern of offenses.

The Position - The duties, responsibilities and circumstances of the position applied for, including but not limited to:

- The nature and scope of the position, including key access to facilities, access to cash and access to vulnerable populations, including minor children;
- The nature and scope of the position's student, public or other interpersonal contact;
- The nature and scope of the position's autonomy and discretionary authority;
- The amount and type of supervision received in the position or provided to subordinate staff;
- The sensitive nature of the data or records maintained or to which the position has access;
- The opportunity presented for the commission of additional offenses; and
- The extent to which acceptable job performance requires the trust and confidence of the employer, MCC, or the public.

Using these and other appropriate factors, Human Resources and if needed, legal counsel, will make the final determination on whether to appoint or reject the candidate on the basis of criminal background check results. Human Resources will be responsible for documenting the basis for the decision to approve/deny the offer of employment to a candidate based on the criminal background check review.

If a candidate is disqualified from employment based on the criminal background check results, the results will be provided and the candidate will be given a three working day time period to refute the information. Additional time extensions may be provided to the candidate at the sole discretion of MCC. If a private, commercial background check vendor is used, MCC and the commercial background check vendor will need to ensure compliance with the federal Fair Credit Reporting Act.

Records gathered as a result of a criminal background check will be kept by the Chief Human Resources Officer in separate files segmented by the applicant/employee's name. The files will be maintained separately from an applicant/employee's general personnel records. These records include:

- Consent Form
- Information collected from the check
- Analysis and decision whether criminal activity (if any) was substantially related to position
- Correspondence related to criminal background check

The records will be securely maintained for a period of seven years after the position has been filled if the applicant is denied employment, or for the full life of the personnel file if the applicant is awarded a position, and may be accessed only on a need-to-know basis.

5.130-F

RECRUITMENT, SELECTION, AND HIRING
Background Checks

5. 130-F

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