

**Date: 03/20/2008**

## **HIRING POLICY**

### **Northern New Mexico College**

#### **1. Purpose**

A clearly defined process of hiring Northern New Mexico College personnel is important for employees to know how to proceed with the selection of new employees and the confidence that taxpayers and potential applicants have in the system being applied fairly to all concerned.

#### **2. Policy**

It is the policy of Northern New Mexico College to: recruit, hire, and promote for all job classifications without regard to race, color, religion, national origin, sex, physical or mental handicap, age, ancestry, serious medical condition, sexual orientation, gender identity, spousal affiliation, or veteran status, except when one of these criteria is a bona fide occupational qualification; to base decisions on employment solely upon the individual's qualifications for position being filled and to make promotion decisions only on the individual's qualification as related to the requirements for the position for which he/she is being considered. This policy applies to all positions. Northern New Mexico College is proud to be an EEO/AA employer.

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#### **3. Procedures**

##### **Approval Phase - Formal Request to Advertise and Fill Position**

##### **3.1. Faculty Positions:**

- 1) Request to advertise and fill a position within the Department is made to the Dean/Chair.
- 2) The Dean/Chair checks the budget.
- 3) The Dean/Chair works with HR to develop an ad plan for the position.

- 4) The Dean/Chair makes a formal request to fill and advertise to the President. (Formal request includes ad copy and P.R.)

### **3.2. Staff Positions:**

- 1) The Director/Manager of the Department checks the budget.
- 2) Director/Manager works with HR to develop a plan for the position.
- 3) The Director/Manager of the Department makes a formal request to the President. (Formal request includes ad copy.)
- 4) Approved documents are given to HR.

### **3.3. Adjunct Positions:**

- 1) All unsolicited applications received by HR are recorded and then sent to the Dean/Chair of the department to apply to.
- 2) The Department Chair/Dean /Director interviews all applicants. If the applicant has all appropriate credentials to teach the subject, the applicant packet including resume and transcripts, is forwarded to the Provost for approval, then to the President for approval. If approved, the applicant then goes into the approved applicant pool.
- 3) When the Department needs an Adjunct, the Chair/Dean Director makes a recommendation from the approved applicant pool to the President. If the President approves the hire, the Chair/Dean/Director makes an offer to the applicant.

### **3.4. CE-CS Adjunct Positions**

- 1) Application packages go directly to the Director of CE/CS. The package includes the Proposed Class, Class Description, dates, and times. Teaching positions with students under 18 years of age require a background check of the instructor.
- 2) The Director does an informal interview with the applicant and then makes a written recommendation to the President. If the President agrees with the recommendation, the President approves the Letter of Appointment.

### **Advertising Phase**

- 1) HR sends an ad to MIS/IT for insertion on the Website.

- 2) HR sends an electronic copy of the ad to the Director of Purchasing.
- 3) HR sends PRs w/hard copies of the ad attached to Finance for approval.
- 4) Finance sends approved PRs to Purchasing for publishing.

### **Conducting the Search and Collection of Applications**

- 1) HR receives and maintains applications.
- 2) HR checks applications to ensure all requirements have been met and notifies applicants that the application has been received and if additional materials are needed. HR also recommends that applicants review the Job Description for the position on the NNMC website. A desired goal is to have the applicant pool be reflective of the marketplace. If the applicant pool is not reflective of conditions in the market, the search can be extended upon the recommendation of management to develop a more representative pool.
- 3) After the deadline for advertising has been met, HR contacts MIS/IT to remove the ad from the website.
- 4) Once HR has determined that an appropriate pool of applicants is available for the position, the appropriate supervisor is contacted by HR, with instructions to form a screening committee and appoint a screening committee chair. The screening committee is composed of three individuals (one member outside the hiring unit) for support positions and five to seven members (two members outside the hiring unit) for professional, administrative, and faculty positions.
- 5) HR prepares a list of applicants and committee members and prepares committee notebooks. Committee notebooks have copies of application materials for all candidates, pre-interview questions concerning relevant work experience, degrees, skills possessed, etc., based on criteria listed in the position announcement, and a scoring sheet for committee members to rank candidates before personal interviews. Top candidates are identified by aggregate scores.

### **Interviews**

- 1) Before the interview, the screening committee drafts a set of questions to be asked of all applicants. Such questions should follow the guidelines of approved areas of questioning and be limited to those areas that probe the applicant's qualifications for the position. Applicants should be given ample opportunity to volunteer information they feel is important to their qualifications for the position. The appropriate Chair, Dean, or Director may elect to be included on the selection committee. If so, these arrangements should be made with the screening

committee, and the Chair, Dean, or Director must attend all interviews. His or her scoring will be given the same weight as any other member of the selection committee.

- 2) If a skills test or competency demonstration is required, applicants should be informed and arrangements made to complete these tests or demonstrations before or during the interview.
- 3) Upon completion of the interviews, the screening committee ranks each applicant based on the applicant's answers to interview questions.
- 4) Once interviews have been completed, applicant materials are to be returned to HR for archiving.

### **Reference Checks**

HR or the appropriate supervisor calls references of top candidates only, based on personal interview results. Care is exercised to ensure the questions asked of references are relevant to determining qualifications for the position being filled. The same questions should be asked of all references, as well as giving the reference a chance to make general statements about the applicant's qualifications for the position. Results from the reference check process are shared with the screening committee.

### **Developing Recommendation**

Based upon scores pre-interview and interview, and with the results of the reference check(s), the appropriate supervisor then makes a recommendation to the President with the appropriate application materials attached. Only after approval by the President can the hiring unit make an offer of employment to an applicant.

### **Applicant Acceptance of an Offer of Employment**

Once an applicant has agreed to the terms of employment, HR will send a letter of welcome that includes a contract for the new employee to sign. HR will set up a date/time for the new employee to come in for orientation.

**NOTE:** The President has the authority to modify these provisions whenever he/she deems appropriate. Final approval is still made by the Board of Regents.