

TITLE: **PERSONNEL EMPLOYMENT PROCEDURES**

1. The Director of Human Resources, on behalf of the Board, shall post all vacant/new positions, accept and review all applications for completeness and fulfillment of minimum qualifications and forward all candidates who meet the qualifications for consideration. Positions may be filled on a temporary basis at the discretion of the President, subject to subsequent Board of Trustees approval.
2. Employees who indicate an interest in a vacant or new position shall apply in writing and those who are qualified according to the current position description shall be considered. For all full-time positions there will be a position description. For part-time positions, where a position description does not exist, the contract will contain a statement of duties, contractual terms, and requirements. The vacancy notice will contain position qualifications.
3. If a position(s) is not filled by an employee from within the college, the following procedures prevail:
 - a) The President's Office will be notified of the vacancy and given a position description and other relevant data for the position;
 - b) The Director of Human Resources will announce all vacancies and receive all applications and accumulate official transcripts, vita, credentials, and other necessary material to complete an application;
 - c) Vacancies will be announced in regional/area/local newspapers, appropriate journals, placement bureaus;
 - e) An interview committee may be appointed by the President/Dean to assist in the interviewing of applicants. For instructional vacancies, a representative of the respective Division will be part of that committee. In all cases, the staff member who is leaving a given position will not take part in the employment process for their replacement.
 - d) Completed applications will be reviewed by the appropriate Dean and the Human Resources Office and applicants who do not meet minimum requirements will be eliminated.

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4. Finalists who are considered for a vacancy shall be screened and interviewed according to the following guidelines:
 - a) Screening:
 - i. Determination of validity of degree/certification when appropriate
 - ii. Determination of subject area/skill specialty
 - iii. Determination of candidate's availability
 - iv. Determination of position and candidate's compatibility
 - b) Interviewing:
 - i. A personal interview by representative(s) of college is required for all positions
 - ii. Qualified candidates may be interviewed by the President
 - iii. A standard set of questions related to the position description will be utilized
 - iv. A skill test and/or sample presentation may be requested for the position
 - v. Additional questions may be asked of applicants by interviewer(s) following consultation by the Director of Human Resources
 - vi. If appropriate, Program Advisory Committee members or students may be included on interview team at discretion of the President
 - c) Reference Verification:
 - i. Determination of validity and success with past employment experiences
 - ii. Determination of validity of listed and unlisted references/recommendations
5. The appropriate Dean shall recommend no more than three (3) qualified candidates to the President and forward the files of the recommended candidates. The President is responsible for recommending a final candidate to the Board of Trustees for employment.
6. The recommended candidate shall be sent a letter of intent to employ. If the candidate accepts the position, he/she shall be issued a contract.

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7. Following approval of employment by the Board of Trustees and acceptance by employee, all other applicants will be notified, as soon as possible, that the position has been filled.
8. Part-time, non-affiliated instructional contracts carry no continuing provisions, and the employee is not eligible for the fringe benefits extended to full-time employees. Part-time instructional employees are employed on a semester basis and are issued a contract for a specific job.
9. A Personnel File shall be established for the new employee.
10. The Human Resources Office shall be notified of employment and shall issue the following information during the employee orientation:
 - a) W-4 Federal Withholding Form
 - b) M-4 Michigan or WT-4 Wisconsin Withholding Form
 - c) MPSERS Membership Information Form/Optional Retirement Plan Form
 - d) Payroll schedules
 - e) Insurance information
 - f) Appropriate Master Agreement
 - g) Keys (Buildings and Grounds Director)
 - h) Illegal Alien Certification
11. The Human Resources Office will notify the following offices of any needs and employee start date:
 - a) Computer Services
 - b) Payroll
 - c) Appropriate Dean
 - d) And other Departments related to position workflow and notification.

Date of Adoption: 3/26/85

Revised: 6/27/89, 2/26/92, 1/25/00, 5/26/15