



CATEGORY: Human Resources
POLICY: Recruitment, Selection, and Hiring of
Employees

POLICY NUMBER: 505
ADOPTED DATE:
REVIEWED/REVISED DATE: 2/9/2023

Administered by: **Vice President for Administration and Finance**

Northwest Mississippi Community College seeks to attract the best-qualified candidates who support the mission of the college, who bring the necessary skills, abilities, and qualifications to bear on the position, and who respect and promote excellence through diversity. The College is committed to equal opportunity and nondiscrimination towards applicants and follows recruitment, selection, and hiring practices that comply with all applicable employment laws. To this end, the College provides equal opportunity for employment without regard to race, ethnicity, color, national origin, age, religion, disability, genetic information, marital status, sex/gender, sexual orientation, gender identity, pregnancy, and any other factor protected under applicable federal, state, and local civil rights laws, rules, and regulations. The College shall welcome and encourage applications from a diverse population and hire the most suitable individual for a position based on position requirements, preferred qualifications, and needs of the College.

The College may use various strategies as it deems appropriate in order to actively and successfully recruit, select, and hire candidates for employment at the college.

PROCEDURES:

I. Recruitment (Full and Part-time Positions)

1. Hiring manager may request an internal opening or an external opening to be posted. Internal openings will be posted for seven (7) days on the College's web page. External openings will be posted for a minimum seven (7) days for general staff positions and fourteen (14) days for faculty, professional staff, and administrative positions. The hiring manager may request the job opening to be "open until filled" and request additional advertising platforms to the Human Resources Office.
2. All applicants will need to apply for open positions through the College's website. Resumes should not be accepted as an application for employment.
3. Applicants will need to provide the following information if requested: Cover Letter, Resume, Transcripts, Letters of Recommendations, Certificates and References.
Faculty applications require unofficial or official transcripts during application.
4. The hiring manager, in collaboration with their leadership as appropriate to their department, will ensure each position job description is reflective of the job duties. If any updates are needed, the hiring manager will confer with Human Resources. Once the position job description is approved, the electronic job requisition for hiring must be initiated in *Oracle Hiring* by the hiring manager to begin the recruitment process.
5. The hiring manager will need to submit their committee members in the job requisition before the requisition can be submitted for approval. The hiring committee members for administrative, professional, supervisory staff positions and faculty shall consist of at least five (5) committee members. Hiring committee members for general staff positions shall consist of at least three (3) committee members. Committees will have an odd number of members. The Director of HR will approve the committee submitted by the hiring manager to ensure appropriate participation.
6. Based on the information from the *Oracle Hiring* job requisition, Human Resources will review and submit the job requisition for approvals. The approval process will follow the hiring manager's hierarchy level, then the Vice President for Administration and Finance,

and President's approval.

Part-time positions are not required to be posted. However, positions require a job application. Therefore, an electronic job requisition must be submitted and approved in Oracle Hiring before hiring.

7. The hiring manager will be notified via email from Oracle Hiring when the job requisition has been approved and ready for posting.

II. Interview and Selection Process

1. Before interviews are conducted, each search committee member must consent to the **Search Committee Confidentiality Agreement**. The signed agreement shall be uploaded as an attachment to the job requisition through **Oracle Hiring**.
2. All applications shall be screened by all members of the hiring committees. Hiring manager/chairperson will communicate to Human Resources through **Oracle Hiring** who has been selected for interview and when the interviews will be conducted prior to interviews.
3. Hiring manager/chairperson shall submit interview questions to Human Resources prior to interview for approval. Once approved by Human Resources, the interview questions should be uploaded and attached to the approved job requisition through **Oracle Hiring**.
4. Hiring manager will need to identify who will be interviewed and who was rejected for interview. This information will need to be noted for each applicant in the appropriate job requisition profile through Oracle Hiring.
5. The chairperson and/or administrator conducting the interview shall not make a definite commitment at the time of the interview concerning the position or salary. Discussion of salary will be limited to a salary range rather than to a specific figure, pending verification of degree, experience and appropriate approvals from Vice President of Instruction and Vice President for Administration and Finance and President. No offer of employment can be made until all approvals have been received.

III. Selection and Hiring

1. Once the interview process is completed, the hiring manager shall carefully review the qualifications of the applicants, and other required information.
2. The hiring manager/chairperson will send the **Electronic Candidate Feedback Form** for each candidate that was interviewed through **Oracle Hiring** to each committee. This feedback form will need to be completed electronically and will be stored with each job requisition in Oracle.
3. The hiring manager/ chairperson shall submit two (2) recommended candidates for approval through Oracle. This information shall be submitted in the comment box in **Oracle Hiring** when submitting a job offer request for approval.
4. Other information to include in the comment box to the recruiter for the job offer process:
 - The estimated date the candidate will start
 - Type of employee (i.e. 9, 10, 11, or 12 -month staff, faculty, part-time, etc.)
 - Replacement person

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- Enter number of years of experiences and degree level for faculty hires
 - Enter employment status (Full-time, Retiree, Regular part-time, Part-time Benefit Employee)
 - Any other relevant information

Faculty positions require degree level, teaching experience information, and number of months the instructor will be teaching for faculty schedule placement.

5. The hiring manager will submit job offer through **Oracle Hiring** for approval. The approval process will flow from the hiring manager's hierarchy level, then Vice President for Administration and Finance and President's approval. An approval notification will be sent via email through Oracle Fusion if the offer recommendation is approved or disapproved.
6. When the job offer is approved, the hiring manager can contact the applicant and make an official job offer. Once Human Resources is notified to present the offer letter to the applicant, an offer letter will be sent to the applicant.
7. The candidate will have three days from the date of the offer letter to accept the job offer.
8. The new hire will be required to complete new hire paperwork through Oracle Fusion. New hires can make arrangement to come to the Human Resources Department to complete their new hire paperwork on the first day of employment.
9. Once Human Resources has prepared the contract and notified the new employee that the contract is available to be signed, the prospective employee has ten (10) days in which to sign the contract. After ten (10) days the contract shall be null and void and the position will be considered to be unfilled.

IV. Information Technology Access

All new hires and any access changes will require a request for technology from the IT Department. The **Information Access Technology Form (IT Access Form)** is an electronic form that includes requesting the following information for each new hire: email, Canvas, NWCC network, phones, building access, budget information, recruiting, and etc.

The hiring manager is responsible for submitting the IT Access Form. The electronic IT Access Form can be found on the college's website under forms and must be submitted electronically.

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: