

**Northern New Mexico College
ADMINISTRATIVE POLICY**

Subject:	Hiring Policy
File Reference:	3.26
Date Approved By Board of Regents:	3-20-2008
Replaces Policy Approved On:	

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.

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.

Procedures: Approval Phase - Formal Request to Advertise and Fill Position

Faculty Positions:

1. Request to advertise and fill a position within the Department is made to the Dean/Chair.
2. Dean/Chair checks budget.
3. Dean/Chair works with HR to develop ad plan for the position.
4. Dean/Chair makes formal request to fill and advertise to the President. (Formal request includes ad copy and P.R.)

Staff Positions:

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

Adjunct Positions:

1. All unsolicited applications received by HR are recorded then sent to the Dean/Chair of the department applied to.
2. Department Chair/Dean /Director interviews all applicants. If applicant has all appropriate credentials to teach the subject, applicant packet including resume and transcripts, is forwarded to Provost for approval, then to the President for approval. If approved, applicant then goes into approved applicant pool.
3. When the Department has need of 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.

CE-CS Adjunct Positions

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

2.

Advertising Phase

HR sends ad to MIS/IT for insertion on Website.

HR sends electronic copy of ad to Director of Purchasing.

HR sends PRs w/hard copy of ad attached to Finance for approval.

Finance sends approved PRs to Purchasing for publishing.

Conducting the Search and Collection of Applications

HR receives and maintains applications.

HR checks applications to ensure all requirements have been met, notifies applicants that 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 recommendation of management to develop a more representative pool.

After deadline for advertising has been met, HR contacts MIS/IT to remove ad from website.

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 comprised 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.

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 prior to personal interviews. Top candidates are identified by aggregate scores.

Interviews

Prior to 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.

If a skills test or competency demonstration is required, applicants should be informed and arrangements made to complete these tests or demonstrations prior to or during the interview.

Upon completion of the interviews, the screening committee ranks each applicant based on the applicant's answers to interview questions.

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.