



Northern Marianas College Procedure

Procedure No.: 5002.2 Procedure Title: Recruitment
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President
 Board Policy No. associate with this procedure: 5002
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part III.C

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description

The Northern Marianas College's goal is to hire the best-qualified individual to promote the best interest of the College and its clientele – the students.

Areas of Responsibility

List of Responsible Party	List of Duties or Roles in the Recruitment Process
Human Resources	<ul style="list-style-type: none"> Assists with vacancy announcement. Reviews applicant(s) eligibility and forwards top (5) applicants to recruiting department/division. Assists with coordinating interview(s) for eligible applicant(s). Maintains EEO/HR compliance throughout the recruitment process. Facilitates interview Extends contingent offer of employment to selected candidate. Facilitates pre-employment background check and reference check on the selected candidate. Prepares employment contract.
Recruiting Department/Division	<ul style="list-style-type: none"> Requests to fill or create a position to meet department or division goals by completing and routing the Position Justification Form for all necessary approvals. Submits approved Position Justification Form to HRO to initiate recruitment process. Reviews candidate(s) deemed eligible. Authorizes HR to proceed with the interview(s) or keep position open for wider pool of applicants.

	<ul style="list-style-type: none"> Provides funding for expenses associated with the recruitment process - i.e. relocation allowance and specialized advertisement (eg. Higher Ed Jobs).
Management Team	<ul style="list-style-type: none"> Approves or disapproves recruiting department or division request to fill or create a position via approval of a Position Justification Form. Determines Internal vs. External Recruitment. Authorizes Emergency Hires (short or no notice)
Appointing Authority	Makes the final selection and appoints an individual for vacant or new position and may reserve the right to re-announce the position.
Interviewing Committee	<p>Composed of appointing authority, recruiting department/division, at least one (1) faculty and one (1) staff representative, and one HR representative.</p> <p>Interview committees for instructional faculty will also include the Dean of Academic Programs and Services and the President. Instructional faculty will comprise half of the committee.</p> <ul style="list-style-type: none"> Formulates interview question(s) (with assistance of HRO) Responsible for taking notes and voice recording interview(s) Evaluates candidate(s) based on the interview

Procedure details

ADMINISTRATIVE PROCESS:

- When a vacancy occurs or when it is known that a future vacancy will occur, the recruiting Department or Division carefully reviews the need for the position and determines whether it is essential to the operations of the College. The recruiting department or division prepares and presents the Position Justification Form (PJF) to the Management Team for approval. Management Team decides whether to internally recruit for the position or extend the recruitment to include external candidate(s). If the position is considered essential by the Management Team, the recruiting department or division then routes the Position Justification Form to all relevant departments and obtains all other required approvals and signatures (eg. budget office) and thereafter submits the fully executed Position Justification Form to the Human Resource Office (HRO), with the proposed job description attached.
- The Human Resources Office will prepare a vacancy announcement

stating at a minimum the position to be filled, duty station, classification, salary range, position specification and/or job description, and minimum qualifications and experience (if any) required.

3. Vacancy Announcements will be advertised for fifteen (15) calendar days. The President may shorten the fifteen (15) day announcement requirement on a case-by-case basis.

NOTE: Internal candidates include current Northern Marianas College employees and Adjunct Instructors employed during the semester the Vacancy Announcement was/is advertised.

SCREENING PROCESS:

4. The Human Resources Office screens application(s) and determines the top five (5) candidates based on the specified minimum. The results of HR's review are forwarded to the recruiting department or division.
 - **For former NMC employees:** HR will determine if the candidate is eligible for re-hire and in good standing with the College. Employees with a negative disciplinary history, non-renewal, or other negative information on file with the College may be denied an interview or employment with NMC.
5. Should there be less than five (5) qualified candidate(s) for the advertised VA, the recruiting department/division may proceed with interview(s) or may have the option of keeping the Vacancy Announcement open until there is a sufficient pool of qualified candidates.
6. Technology including online and one-way interviews (eg. Screenic, Spark, etc.) may be utilized to assist in screening or in lieu of an initial interview.

THE INTERVIEW PROCESS:

7. To ensure that all interviews are in compliance with the Equal Employment Opportunity (EEO) policy, the interview committee must turn in interview questions at least forty-eight (48) hours before the scheduled interview. Interview questions that are formulated must be consistent and asked of all candidates. **Additional interview questions are prohibited during the interview (with the exception of follow-up questions in reaction to a candidate's response).** The Human Resources Office reserves the right to use non-traditional interview and recruiting tools

including online / web based interview platforms to best meet the College's recruitment needs.

8. During the interview, the interviewing committee is responsible for taking notes and voice recording the interview. The interviewing committee evaluates each candidate based on his/her work history, educational qualifications and the interview dialogue to determine suitability for the position.
9. The appointing authority will receive input from other interviewing committee members, but the decision as to hiring is that of appointing authority.

NOTE: A Second interview is optional and may be necessary dependant upon the difficulty of selecting the best-qualified candidate for the position.

FOR ALL FACULTY POSITIONS:

In accordance with ACCJC Standard III.A.1.a, instructional faculty and academic department chairs shall comprise a majority of the members of the interview committee for, and shall play a significant role in the selection of instructional faculty and academic department chair positions.

During the interview, all candidates for instructional faculty positions must be able to demonstrate subject matter competency, satisfactory teaching skills, and ability to aid the college in meeting its mission, goals and objectives. The Dean will select an appropriate topic. This topic shall be provided to the candidates at least forty-eight (48) hours in advance prior to the second/final interview. The lesson/presentation may take up to ten (10) minutes. For remote applicants, reasonable efforts will be made to conduct interviews by VTC, Skype, or other means that will afford visual contact during presentation of the interviewee's lecture.

EMPLOYMENT OFFER:

9. The appointing authority makes his or her recommendation, and the recruiting department/division acknowledges and forwards the appointment letter to HR.
10. Upon approval of the President, HR extends a conditional offer, contingent upon acceptable results to the College's satisfaction of background and reference checks.
11. Completed background and reference checks are shared with the

appointing authority and recruiting department/division. If background check and reference checks are satisfactory to the appointing authority and recruiting department/division, HR confirms the final offer to the selected candidate.

12. HR prepares employment contract.

References

Board of Regents Policy 5002. See also Relocation Procedure.