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**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: EMPLOYMENT OF FULL-TIME STAFF	Code: CC0500
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Policy Reference: B0901, Travel and Expense Reimbursement; C0503-2, Employee Recruitment, Hiring and Training

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MATC will employ faculty who best meet the needs of the district and whose qualifications will enable the college to effectively carry out its educational mission. Recruitment, screening, and selection procedures will adhere to applicable state and federal equal opportunity laws, executive orders, Wisconsin State Legislature Chapter TCS 3.03; Higher Learning Commission (HLC); and MATC policies and procedures, Employee handbook and faculty appendix.

I. Requisition Process

Recruitment for needed positions are initiated once talent acquisition has received an approved position requisition from the department's hiring manager or designee.

II. Recruitment

- A. Talent acquisition (TA) in cooperation with the department's hiring manager or designee will be responsible for producing an accurate job description based on the job vacancy. TA and the hiring manager or designee identifies the preferred needs during the recruitment planning meeting. Preferred qualifications must be approved by the Compensation department. The recruitment planning meeting includes discussion of the following: work hours, work location, duration of posting if longer than 14 days; application deadline; additional criteria for application screening; recruitment sourcing; and potential date interviews will commence. Talent acquisition will be responsible for advertisements both internally and externally to build a diverse and qualified applicant pool.
- B. TA will analyze applicant flow data to determine whether a diverse and qualified applicant pool is adequately represented. If not, additional recruitment efforts may take place.
- C. The TA team will examine regularly updated quarterly reports that highlight instances of underutilization of diversity. Upon identifying underutilization, the Talent Acquisition team will work in collaboration with the hiring manager to pinpoint diverse job boards aimed at attracting the targeted talent pool for those specific underrepresented populations.
- D. Every applicant, including all internal and external applicants will be required to complete MATC's electronic job application form and include all required attachments (i.e. transcripts) for each position of interest to be considered for employment by the deadline posted. Applications filed after the application deadline will not be considered.



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### III. Screening

#### A. Review of Applications

1. TA will review applications to determine if internal applicants can be considered for transfer and will be processed in accordance with the procedures in the employee handbook.
2. If no title to title transfer applicants are available, TA will review all applicants and determine who meets the minimum posted requirements of the position. These applicants will then be reviewed by the hiring manager or designee who will select no more than ten applicants for interviews.
3. Selection for interviews will be based upon job-related information contained on the application form and those recommended by the hiring manager or designee after reviewing the applications.

#### B. Interviews

1. Interviews will be conducted by a committee who is selected by the hiring manager or designee. When creating interview committees, the goal for talent acquisition is to ensure the hiring manager or designee selects a diverse group of employees in background (racial/ethnicity and gender diversity to the extent possible), knowledge, and understanding of the open role to be filled. A best effort is made to ensure subject matter experts from various employee groups are invited to participate.
2. The hiring manager and/or designee will draft interview questions designed to elicit objective, job-related information about an applicant's ability to successfully perform the requirements of the position. They will invite the selected interview committee to submit any questions that they'd like to include. After finalization by the hiring manager or designee, the interview questions will be reviewed and approved by talent acquisition. Talent acquisition will be responsible for arranging all interviews.
3. If none of the individuals interviewed proves acceptable for employment, the existing applicant pool will be reviewed again for additional qualified candidates. If the applicant pool has been exhausted of qualified candidates, TA may reopen the recruitment process.
4. Once the interview process is completed, all interview related documents and notes pertaining to the recruitment shall be finished within 24 hours. All employment documents are considered confidential and will remain part of the position recruitment file for three years. The application materials of the selected candidate will be placed in the employee's personnel file.



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IV. Employment Offer

- A. The hiring authority or designee will present Human Resources (TA) with the application of the person who is recommended for hire. Human Resources will conduct appropriate employment verifications and initiate a request for compensation through the ATS to the compensation department. The hiring authority may conduct appropriate personal reference reviews.
- B. All appropriate documents must be verified (i.e. transcripts, certification) before the successful candidate commences work.
- C. Human Resources (TA) will offer the successful candidate the position and the Compensation team will provide a salary determination in accordance with administration policies. The salary determination information will be shared with the hiring manager or designee.
- D. Offers are made by the Talent Acquisition Partner. The Vice President of Human Resources or Talent Acquisition Manager will make the offer of employment to executive level candidates.
- E. All offers are contingent upon the successful completion of applicable pre-employment screenings.
- F. All employment offers will be made with the understanding that they are subject to final approval of the MATC Board.

VI. Employment Documents

- A. With the selection process complete, all application, interview, and log materials will be returned to Human Resources within 48 hours after interviews are completed. All employment documents are considered confidential and will remain part of the position recruitment file for seven years.

VII. Recruitment and Relocation Expenses

- A. Travel. Expenses related to recruitment travel will be reimbursed in accordance with Administrative Regulation and Procedures BB0900-*Reimbursement of Expenses for Applicants Invited for a Job Interview* and CC2101-*Recruitment Travel Guidelines*.
- B. Relocation Expenses. Relocation expenses may be considered in exceptional circumstances and will be in accordance with Administrative Regulation and Procedure CC2102-*Relocation Assistance Allowance*. Relocation expenses must be approved by the Executive Vice President or President.



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Office of Responsibility: Human Resources - Talent Acquisition (TA); Credentialing  
Last Reviewed: December 2023