



ADMINISTRATIVE REGULATION AND PROCEDURE

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

Milwaukee Area Technical College will employ staff who best meets 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, and regulations.

I. Requisition Process

- A. Recruitment action will begin when Human Resources has received an approved Position Requisition form.
- B. If the position is underutilized, based on the availability statistics, Affirmative Action will advise Human Resources.

II. Recruitment

- A. Human Resources, in cooperation with the hiring authority, will be responsible for producing an accurate job description. After the job description has been approved, Human Resources and the hiring authority will complete a Recruitment and Screening Schedule. This will indicate: date of posting, application deadline, additional criteria for application screening, recruitment sources, and the date interviews will commence. Human Resources will be responsible for posting the job announcements in-house and placing the advertisements with outside colleges, agencies, community-based organizations, and with other appropriate sources.
- B. Recruitment and related activities for positions with Channels 10/36 will also conform to appropriate FCC regulations.
- C. Human Resources and Affirmative Action will analyze applicant flow data to determine whether protected class persons are adequately represented. In those instances where protected-class persons are not adequately represented, additional recruitment efforts may take place. Human Resources will inform Affirmative Action of the extent of any additional recruitment efforts.
- D. Every applicant will be required to complete and file an application form with Human Resources in order to be considered for employment. Applications filed after the application deadline will not be considered unless otherwise indicated in the Recruitment and Screening Schedule.



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III. Transfers or Promotions

Milwaukee Area Technical College will promote or transfer staff who best enables the college to effectively carry out its educational mission. Vacant and newly-created positions may be filled by the executive vice president or president through promotion or transfer.

IV. Screening

A. Nonrepresented Positions

1. Only applicants meeting the minimum requirements of the position and who meet WTCS eligibility (if applicable) will continue to be considered.
2. For salary grades 901 through 913, Human Resources and Affirmative Action will review all applications to determine which applicants meet the minimum posted requirements. These applications will then be reviewed by the hiring authority who will select no more than ten applicants for interviews.
3. For salary grades 914 and above, Human Resources and Affirmative Action will review all applications to determine which meet minimum posted requirements. These applications will then be reviewed by a screening committee who will select no more than ten applicants for interviews. The committee will consist of five to seven individuals and will be gender and racially balanced.
4. Selection for interviews will be based on the following: job-related information contained on the application form, criteria for screening outlined on the Recruitment and Screening Schedule, and adequate protected-class representation.

B. Represented Positions

Internal applications for represented positions will be screened according to transfer and promotion procedures included in labor agreements. When applicable, external applicants applying for represented positions will be screened according to the procedures outlined above.



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V. Testing

- A. When applicable, job content related skills tests will be used to determine relative qualifications, but in conjunction with other tools such as interviews. Tests will be used to provide objective data that cannot be obtained by other means.
- B. Testing of Local 587 represented applicants will be used in conjunction with a review of work record, seniority, and written or oral measurements appropriate for implementing the transfer and promotion provisions of the labor agreement.

VI. Interviews

A. Nonrepresented Positions

- 1. Concurrent with the approval of the Position Requisition form, the hiring authority will draft interview questions designed to elicit objective job-related information about an applicant's ability to successfully perform the requirements of the position. Final copies of the interview questions will be reviewed and approved by Human Resources. Human Resources will be responsible for arranging all interviews.
- 2. For salary grades 901 through 913, the hiring authority will conduct interviews.
- 3. For salary grades 914 and above, a screening committee comprised of five to seven individuals will conduct interviews. The role of the screening committee is advisory only and will be to recommend three to five candidates for interview by the hiring authority.
- 4. For salary grades 917 and above, applicants may also meet with faculty, student, and/or peer groups. The role of these groups is advisory only and will provide feedback to the hiring authority on strengths and weaknesses of the candidates.
- 5. An individual will be selected to serve as chairperson for the screening committee. This individual will be responsible for leading the interview process and serving as the liaison with Human Resources.



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B. Represented Positions

1. Internal candidates for represented positions will be selected according to procedures included in labor agreements.
2. Where applicable, external applicants applying for represented positions will be interviewed according to the procedures outlined for nonrepresented positions.

- C. If none of the individuals interviewed prove acceptable for employment, the existing applicant pool will be reviewed for additional qualified candidates. If the applicant pool has been exhausted of qualified candidates, Human Resources may reopen the recruitment process.

VII. Physical Examinations

Applicants may be required to undertake physical examinations after an employment offer has been made. Human Resources will make arrangements for such an examination and will inform the hiring authority of the results. MATC will assume the costs for physical examinations.

VIII. Employment Offer

- A. The hiring authority will present Human Resources with the application of the person who is recommended for hire. Human Resources will conduct appropriate employment verifications and initiate a Payroll/Employment Authorization form. 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. Hiring approval must be received from the executive vice president or president before an employment offer is made. Human Resources will offer the successful candidate the position and, along with the hiring authority, determine the starting salary in accordance with salary administration policies.
- D. The executive vice president or president will offer employment to executive level candidates.



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- E. All employment offers will be made with the understanding that they are subject to final approval of the MATC Board.

IX. Employment Documents

With the selection process complete, all application, interview, and log materials will be returned to Human Resources within 24 hours after interviews are completed. All employment documents are considered confidential and will remain part of the position recruitment file for three years.

X. 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.

Office of Responsibility: Human Resources