



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: EMPLOYMENT OF FULL-TIME EMPLOYEES	Code: CC0500
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. Recruitment Process

- A. Recruitment action will begin when Human Resources has received an approved position requisition.

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 develop a recruitment process timeline. This checklist 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. Every applicant will be required to complete an online application form with Human Resources in order to be considered for employment. Applications filed after the application deadline will not be considered. All applications must have the required attachments for consideration.
- C. Qualified applicants will be sent to the hiring manager for review.
- D. The hiring manager, in consultation with HR, will determine the interview committee.

The hiring manager will review references provided by Talent Acquisition and make a selection based on factors that include committee feedback, candidate scoring guides, qualifications and experience, and departmental needs.

- E. HR will offer the candidate a position and begin the post offer process.



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III. Transfers or Promotions

Milwaukee Area Technical College will promote or transfer staff who best enable the college to effectively carry out its educational mission.

IV. Screening

1. Same as the process above.

A. The top three most qualified internal candidates will be invited to a interview for consideration.

V. Testing

When applicable, the hiring authority will work collaboratively with Talent Acquisition to determine whether or not testing is appropriate for the role. Testing requests will be evaluated by Talent Acquisition to determine applicability and must be approved prior to administering.

Interviews

A. The hiring manager, in consultation with Talent Acquisition will determine who will serve on the interview committee. The hiring manager will determine all interview activities as appropriate for the role being filled. Talent Acquisition will facilitate the interview process and will initiate the interview guidelines and confidentiality agreements as appropriate.

Before serving on an interview committee, all individuals selected to do so need to complete the college's anti-bias training program and sign a confidentiality agreement. Interview committee members will complete their interview guides and scoring based on interview responses only. Talent Acquisition collects all interview committee information.

B. All employment offers will be made with the understanding that they are subject to verification of candidate's background through the college's reference check process and final approval of the MATC Board.

VI. Employment Documents

When the selection process completes, all application, interview, and scoring materials will be returned to Talent Acquisition 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.



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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.

VIII. Physical Examinations

Applicants may be required to undertake physical or psychological examinations after an employment offer has been made. Talent Acquisition will make arrangements for such an examination and will inform the hiring manager of the results. MATC will assume the costs for physical or psychological examinations.

IX. Background Checks

All employment offers are contingent upon the successful completion of a criminal background check. After an accepted offer, applicants are required to complete a criminal background disclosure form to have their criminal background check processed. Certain disciplines/departments require an additional caregiver check for areas that may work with the public including children and patients, or in areas such as Public Safety or Fire/EMS.

X. New Hire Paperwork

All applicants are required to complete new hire paperwork prior to their first day of employment including providing the requested ID for verification. Standard paperwork includes the I-9, W-4, emergency contact form, employment contract (for applicable positions), etc. Once all paperwork is collected and reviewed, the Talent Acquisition Partner will clear the employee for hire.

Office of Responsibility: Human Resources