

## RCC HIRING POLICY AND PROCEDURES

Position vacancies at Roxbury Community College will be filled in a manner consistent with state and federal non-discrimination and affirmative action laws, with the policies set forth in the Massachusetts Community Colleges Affirmative Action Plan, and with the provisions of all applicable collective bargaining agreements and personnel policies.

### I. DEVELOPING THE POSITION

## E. RECRUITMENT PLAN

1. HR, in consultation with the hiring manager and the AAO will review the standard recruitment plan for the type of position to be posted and will determine whether any modifications to the recruitment plan are needed.
2. If advisable, the hiring manager in consultation with HR will recommend additional recruitment sources, such as professional associations, colleges and universities, publications, etc., that may produce a wider and/or more inclusive pool of applicants. The hiring manager will also utilize professional contacts and networks to identify talent and to promote the college as an employer of choice.
3. If advisable, the AAO will recommend additional recruitment sources that may produce a more inclusive pool of applicants and may utilize professional contacts and networks to identify talent and promote the college as an employer of choice.
4. HR will finalize a recruitment plan with timelines

## II. POSTING

HR posts internally and externally in accordance with the recruitment plan.

## III. SEARCH PROCESS

### A. SEARCH COMMITTEE

1. Hiring managers will work with HR and AAO to identify members for the Search Committee, usually three to seven members. The search committee must have cognitive diversity, achieved by including members with different backgrounds, perspectives and expertise and with demonstrated commitment to diversity. Full Time Faculty Searches will consist of a minimum one representative who teaches as a part-time faculty member (Adjunct). An HR representative is assigned to support each search.
2. Hiring managers normally serve as Chair unless a different individual is appointed in consultation with Senior Management.
3. All committee members must have completed Search Committee Training within the last three years.
4. Search Committee Chairs arrange for all Search Committee members to attend training session if they have not attended such a session within the last three years.
5. Committee determines job related questions for interviews and reviews with HR and AAO
6. The Chair determines the content of introductory statement, including description of the college and of the position, and reviews with HR and AAO for compliance with law and agreements and policies. The Chair also determines content of information packet for applicants selected for interviews that follow best practices identified by HR and AAO.
7. For faculty positions, Committee determines content of teaching demonstration
8. Committee determines whether to use any additional skills or knowledge assessments such as practicum tests, technology tests, samples of work, portfolios; any assessments must be reviewed by HR and AAO
9. Committee determines which members will ask each question and this must remain the same for all interviews.
10. Committee members must attend all meetings and interviews. If a member cannot attend one or more interviews, that member may not continue to serve on the search.

## B. APPLICATION INTAKE PROCESS

All application materials must be submitted through the official HR application system which includes the college employment application, family disclosure form, and voluntary EEO data. If the hiring manager or Search Committee members receive any applications directly, these candidates must be directed to the official HR application system. When necessary, reasonable accommodation will be provided.

1. HR receives application materials and sends acknowledgement to each applicant by email.
2. After the resume filter is available, trained committee members are given access to candidates' materials via the HR application system (i.e., Interview Exchange) and search tools are available online (i.e., via email or SharePoint search site).

## C. APPLICANT POOL CERTIFICATION

1. AAO/HR analyzes the degree of diversity of applicant pool and if sufficient, certifies pool.
2. AAO/HR determines appropriate resolution if applicant pool is not sufficiently diverse, including re-opening the search.
3. Once the applicant pool is certified, the chair may proceed with the search process.

## D. APPLICANT INTERVIEW SELECTION

1. Chair reviews all internal applicants' personnel files and shares information with Search Committee in accordance with applicable bargaining agreement provisions and personnel policies.
2. Chair may decide to have a preliminary Resume Review Session with a subcommittee of the Chair, the AAO and/or HR to do an initial screening of resumes to eliminate those who do not meet the minimum qualifications.
3. Chair convenes meeting of Search Committee.
4. Search Committee reviews all applications, utilizing the resume filter form, and selects applicants for inter 0 0 1 318.88 402.13 Tm0 G[ )]TÆTQq0.00000912 0 612 792 reW\*00000912 0 612 797(w)-6(s)-6( a)7(l



2. The hiring manager will be responsible for Onboarding the new hire. It is recommended that this include the assignment of a coach/mentor or an onboarding peer as an HR and AAO best practice.
3. Onboarding must include, at a minimum, introduction of the new hire to department members and key collaborators, information concerning responsibilities, department/division protocols, policies, office space and amenities, and access to any necessary technology.
4. An onboarding plan tailored to the position and candidate, and that includes regular meetings over time, is an HR and AAO best practice.

## VI. ROLES/RESPONSIBILITIES

### A. HUMAN RESOURCES:

- < Assist the hiring manager as needed in the skills analysis, drafting of the job description and companion resume filter
- < Develop the recruitment plan, in consultation with the hiring manager and Affirmative Action Officer (AAO)
- < Assist in selection of search committee members
- < Train search committees on a

