



**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

MATC 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, Wisconsin State Legislature Chapter TCS 3.03 (https://docs.legis.wisconsin.gov/code/admin_code/tcs/3/05); Higher Learning Commission (HLC); and MATC policies and procedures including bargaining unit agreements as well as the Employee handbook.

I. Requisition Process

Recruitment for needed positions are initiated once Talent Acquisition has received an approved Position Requisition from the department's Hiring Manager.

II. Recruitment

A. Talent Acquisition, in cooperation with the department's Hiring Manager, will be responsible for producing an accurate job description based on FCRC (Faculty Credentialing Review Committee) minimum credential program requirements. After the job description has been approved, Talent Acquisition and the Hiring Manager will complete a Recruitment and Screening Schedule. This schedule would include the following: date of posting; application deadline; additional criteria for application screening; recruitment sources; and date interviews will commence. Talent Acquisition will be responsible for advertisements both internally and externally to build a diverse and qualified applicant pool.

B. Talent Acquisition will analyze applicant flow data to determine whether protected class applicants are adequately represented. In those instances where protected class applicants are not adequately represented, additional recruitment efforts may take place. Talent Acquisition will collaborate with the Hiring Manager to identify underutilization and discuss additional recruitment strategies.

C. Every applicant, including all internal and external applicants will be required to complete MATC's electronic job application form for each position of interest to be considered for employment by the deadline posted. Applications filed after the application deadline will not be considered

III. Transfers or Promotions

MATC will promote or transfer staff who best enable 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.



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IV. Screening

1. Only applicants meeting the minimum requirements of the position and who meet WTCS eligibility (if applicable) will continue to be considered.
2. Human Resources 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. The interview committee will consist of two or more individuals (no more than seven) and will be gender and racially balanced.
4. Selection for interviews will be based on the following: job and education related information contained on the application.

A. Title to Title Transfers Positions

Internal applications for positions that are a title to title transfer will follow the procedure outlined in the employee handbook.

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.

VI. Interviews

A. Interviews will be conducted for each position, with the exception of positions that are classified as a title to title transfer. The process for title to title transfers is outlined in the employee handbook.

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



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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. 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.
- 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
Last Reviewed: Aug-2024