

Hiring Policy

Policy Number	300.01.02	Custodian	Human Resources
Approved Date	3-15-2022		
Effective Date	3-15-2022	Review Date	
References:			

1. Purpose

White Earth Tribal and Community College (WETCC) is committed to fair and open employment practices.

2. Persons Affected

- 2.1. Applicants and candidates
- 2.2. Employees

3. Policy

This policy is to ensure the following:

- 3.1. Search committee members abide by federal and state hiring laws and college policies and procedures during the hiring process.
- 3.2. The president has the final authority on hiring decisions, which are not appealable.
- 3.3. The Council of Trustees serves as the Search Committee for a presidential vacancy. and coordinate with HR to fill the vacancy.

4. Definitions

- 4.1. Search Committee. A group of employees consisting of a chair and at least three other employees assembled to conduct the hiring process of an assigned position.
- 4.2. Search Committee Training.
- 4.3. Applicants. Individuals who apply for a position.
- 4.4. Candidate. Applicants selected for an interview.

5. Procedures

- 5.1. The appropriate cabinet member submits a completed Position to Fill form to HR and selects the search committee chair and members before the position is advertised.

- 5.2. The search committee members who have not completed search committee training do so upon selection.
- 5.3. HR creates a job announcement in collaboration with the cabinet member and confers with the cabinet member on places to advertise the job announcement.
- 5.4. HR advertises the position using posting sites and mediums appropriate to fill the position.
- 5.5. The search committee develops interview questions and submits them to HR.
- 5.6. HR collects applications and answers questions about the job announcement.
- 5.7. The search committee and HR will review applications per the job announcement minimum requirements and select appropriate applicants to interview.
- 5.8. HR contacts selected candidates to arrange interviews. HR contacts applicants not selected for an interview to let them know that they are no longer under consideration for the position.
- 5.9. The search committee interviews candidates. HR is present at the interviews but does not ask the candidate questions.
- 5.10. The search committee selects candidates for the search committee chair to contact references.
- 5.11. The search committee chair contacts references.
- 5.12. The search committee reconvenes to discuss the reference checks and finalize their selection to recommend to the president for hire. They provide their selection to HR. If the search committee does not select a final candidate, the process starts over.
- 5.13. HR obtains approval from the president. If the president does not approve the applicant, the process starts over.
- 5.14. HR contacts the selected candidate to offer employment. If the candidate accepts the position, they become a college employee on their start date. If the candidate does not accept the position, the process starts over.
- 5.15. HR notifies candidates not selected that the committee has selected another candidate for the position.

Revision History

Rev. Date	Rev. No.	Revision
3/15/2022	300.01.01	Increased HR involvement in the hiring process to ensure a fair and open process.