



PERSONNEL POLICIES — SECTION 300
NUMBER: 386
SUBJECT: HIRING POLICY AND PROCEDURE
LAST REVIEW DATE: 11/14/ 2011; 7/29/2021
EXECUTIVE STAFF APPROVAL: 8/2/2021
BOARD APPROVAL DATE: 11/14/2011; 8/18/2021

386.1 HIRING POLICY

The objective of this hiring policy is to identify the best qualified applicants, provide equal opportunity for employment, and make an authorized selection of the candidate that best fits the needs of Mountainland Technical College (MTECH). The hiring process is subject to all other applicable Mountainland Technical College personnel policies. (See references below)

1.1 Benefits Eligible Employees:

The hiring of any benefits-eligible employee should include a committee of at least three members. Generally, this should include the hiring supervisor, a member of the human resources team, and at least one other committee member, preferably the associated program director, but may be an individual requested by the hiring supervisor or appointed by the Human Resources (HR) director.

1.2 Non-Benefits Eligible Employees:

The hiring of part-time and/or temporary non-benefits eligible employee should include a committee of at least two members, generally the hiring supervisor and a member of the human resources team.

1.3 All hiring committees will be under the direction of the Human Resources Director

386.2 APPOINTMENTS OF OPPORTUNITY POLICY

At times it may be appropriate for the College President to waive normal search requirements for both benefits eligible employees and for non-benefits eligible employees. To assure MTECH's hiring pattern normally follows national recruitment trends and opens positions to all qualified applicants, departments are required to demonstrate, through documentation, any use of this waiver. Use of this waiver requires review and approval by the Human Resource Director and the College President. All appointments are still required to complete a background check facilitated by the Human Resources Department. A non-approved background check will disqualify the individual from appointment at the College. Exceptions to open recruitment and regular hiring procedures may be granted under the following conditions:

2.1 Exceptional Merit

Existing faculty and staff who have demonstrated outstanding achievement, have unique qualifications, or whose potential value to MTECH is great, may be appointed to positions within the College.

2.2 Temporary Hires

Personnel may be appointed for a temporary period, not to exceed two years, which will be specified in their appointment documents.

386.3 – PROCEDURES

3.1 The hiring committee members at Mountainland Technical College will be asked to do the following:

1. The committee will follow MTECH policies and internal management guidelines on allowing current, qualified employees to fill vacancies within the company.
2. All requisitions for new positions must be approved by the Human Resource Director, Department Director and the Vice President responsible for the position, and/or the College President. Replacement position requisitions must be approved by the Human Resources Director, Supervisor, and Department Director. All hiring requisitions are submitted for approval to Human Resources via the applicant tracking system.
3. MTECH follows the [Utah Code 35 A-2-203 subsection \(5\)\(a\)](#) in relation to job postings, except when filling a job vacancy with a current employee, MTECH shall list each public job posting on the department's website. Advertisements for any and/or all hiring positions must be placed by the Human Resource Director or their designee to ensure consistency and accuracy. All submitted resumes will be directed to the designated supervisor and will be retained in the application tracking system files for the period of at least one year, even if the applicants are not interviewed. Resumes for a position will not be accepted after the closing date for any given position, other than for those positions which are listed as open until filled. Advertising may be limited to internal postings if there are sufficient qualified internal candidates to fill a position by transferring or promoting an existing College employee. Posting a position is not required when a position is changed from Part-time to Full-time within the College. All external postings will include posting through the Utah Department of Workforce Services.
4. Regardless of whether an applicant has submitted a resume, each candidate interviewed must complete an application via the applicant tracking systems to be considered for the position.

5. The hiring supervisor will be responsible for reviewing applications for job vacancies and, in conjunction with Human Resource Director, the selection of candidates to be interviewed.
6. The Director of Human Resources, along with input from the Hiring Supervisor, will determine a list of questions to be asked in the interview.
7. Both internal applicants and external applicants will be considered equally. However, it is recognized that applicants from internal positions may have the added advantage of existing knowledge and expertise regarding current MTECH operations.
8. If the candidate accepts the conditional offer of employment, MTECH requires the applicant to submit to a background check from the Bureau of Criminal Identification. The criminal background investigation is facilitated by the Human Resources Department. Any background check which has a finding, will be reviewed by the Human Resources Director, if the finding is considered significant the Human Resources Director will meet with the College President (or their designee) for approval. The College President may require the candidate to discuss the relevant details of the related concern before approval or disapproval. If the background check is not approved then the conditional offer of employment will be rescinded.
9. After the candidate has been authorized for hire, the new-employee documents, available through the employee management software from the Human Resources Department, must be completed and submitted to Human Resources prior to the first day of work. The new employee packet includes the acceptance of MTECH policies, the W-4 tax withholding form, the I-9 form verifying eligibility to work in the United States of America, as well as any additional documents determined by Human Resources.

3.2 Responsibilities

3.2.1 – Department Directors and Supervisors

Department Directors and Supervisors are responsible for:

1. Identifying the hiring needs of the department.
2. submitting requisitions to hire, and obtaining the necessary approvals,
3. verifying the accuracy of job postings,
4. reviewing applicants,
5. and participating in the selection process, in conjunction with Human Resources. This includes participation in interviews.
6. It is also the responsibility of the supervisor to assist Human Resources in ensuring documentation is received and appropriate orientation is completed in a timely manner.
7. Job specific orientation and training is ultimately the responsibility of the supervisor.

3.2.2 – Requesting Vice President

The requesting Vice President is responsible for determining fund availability and ensuring the position meets authorization requirements. Each requisition must be approved by the appropriate Vice President prior to posting the position.

3.2.3 – Human Resource Department

Human Resource Office is responsible for

1. Ensuring the policies of MTECH are followed during all phases of the hiring process
2. Providing general assistance to sponsoring departments in locating qualified applicants
3. Timely approval of requisitions
4. The scheduling of interviews
5. Offering positions, sending rejection notices
6. Preparing, updating, and retaining the necessary documentation obtained through the hiring process
7. Verifying the successful completion of criminal background checks
8. I-9 form documentation
9. Maintaining and updating the new employee orientation for new hires