

Employment Process

Maysville Community & Technical College

Maysville Community and Technical College (MCTC) carefully selects new employees through appropriate selection procedures, including but not limited to resumes and/or written applications, personal interviews, reference checks and pre-employment background checks. MCTC makes decisions regarding employment after all available information has been considered and evaluated.

This selection process helps MCTC find and employ people who:

- are concerned with their own personal success and the success of MCTC;
- desire to do a job competently;
- can perform their work with the required skill and ability;
- can work well as part of a team; and
- can ensure a safe working and academic environment for employees, students, and the public.

MCTC encourages and promotes career opportunities for current employees. If employees are interested in new career opportunities, they may contact the local Human Resources staff. Opportunities for advancement are also enhanced by self-improvement through other educational, training and development programs. In addition, the college shall adhere to other KCTCS policies and human resources procedures regarding employment selection.

POSITIONS

All new positions must be approved and created through the KCTCS System HR office. Existing full-time position vacancies require President/CEO approval to advertise and fill. Temporary hires do not require President/CEO approval, advertisements, or search committees but whenever feasible advertisements are encouraged. If interviews are held for temporary positions, they should follow the same general guidelines of selection, location, committee composition, etc.

ADVERTISING

Advertisements state the official job title in the ad and are based upon the position job description. Essential job qualifications, minimum requirements and preferred qualifications will be clearly stated. The job posting will be posted for no less than 10 working days. All advertising media will contain the KCTCS/MCTC affirmative action statement. All responses to vacancy announcements/advertisements will be directed to the college Human Resources Office. All regular full-time vacancy postings will be simultaneously submitted to other colleges of KCTCS and posted online at KCTCS and our local website.

SEARCH/SCREENING COMMITTEES

The President/CEO or designee appoints the search/screening committee. A search/screening committee will be responsible for reviewing the applications, verifying the applicants' credentials, interviewing applicants and selecting finalist(s) for each vacancy. The committee should consist of a minimum of three members. The appointed Committee Chair for the vacant position will submit a Search Committee Recommendation Form to the President/CEO for approval. Ideally, the committee should select a minimum of three individuals to interview. In instances of exceedingly low responses, or exceedingly high responses, the number of applicants selected for interview may vary.

INTERVIEWS

Interviews shall be held on campus. In rare cases an interview may be conducted via Skype or telephone. In the event an applicant is unable to honor their original interview appointment due to unforeseen difficulties, all reasonable efforts should be made to reschedule the interview at a mutually agreeable time. The committee compiles a list of interview questions for the applicants. All applicants are asked the same questions. Questions relating to sex, age, color, race, religion, national origin or disability are deemed inappropriate during interviews.

REFERENCE CHECKS

If the recommend candidate is approved by the President, the search committee or Human Resources Director will make reference checks utilizing a standardized list of questions/inquiries. A criminal record check will be conducted confidentially by the college Human Resources Director. Reference checks should be documented and are only for the use of the interview committee. After the completion of the selection process, all search materials and reference information must be returned to the college Human Resources Director.

JOB OFFER

The college Human Resources Director or designee will make the official job offer. Salaries will be quoted as a monthly rate for all employees, or hourly for temporary positions, as appropriate. Salary should be based upon the individual's related education and experience in accordance with the official KCTCS salary schedule. The intent of the salary process is to determine a fair and equitable salary without causing internal equity issues. An offer letter and contract is presented to the applicants. Applicants are informed that they must present qualifying identification on the first day of employment in order to complete the federally required I-9 form. Once the job offer is accepted, all other applicants will be notified that the position has been filled. The Human Resources Director will make this notification in writing.