

Memorandum

**TO: CANDIDATES FOR FULL-TIME PROFESSIONAL POSITIONS
AT QUINSIGAMOND COMMUNITY COLLEGE**

SUBJECT: THE SEARCH AND SELECTION PROCESS

Quinsigamond Community College is committed to the spirit and letter of the Equal Opportunity/Affirmative Action Policy of the Board of Higher Education. Consequently, the following procedures are followed in selecting from among the candidates for each full-time professional position at Quinsigamond Community College:

1. At the published closing date, the EEO/AA Officer, Director of Human Resources, and the Chair of the Search Committee will assess the applicant pool and recommend to the President that the Search Committee begin a review of the applicants or that the search be extended or reopened;
2. A Search Committee from the College will review the applications received before the deadline on the basis of the desired qualifications to select candidates who, in the judgment of the Committee, are the most viable candidates for interview with the Search Committee;
3. The Office of Human Resources will schedule an interview for those candidates selected.
4. The Search Committee will conduct individual interviews of the selected candidates utilizing uniform questions prepared in advance by the Search Committee and approved by the EEO/AA Officer and follow-up questions designed to clarify the responses to the uniform questions.
5. The Search Committee will recommend to the senior college official conducting the search, candidate(s), who are in their judgement, best qualified in terms of the stated qualifications, positions description, and charge to the Committee for further interview – there is no ranking of these final candidates;
6. The senior college official responsible for the search will interview each of the final candidates, utilizing his/her own uniform questions and follow-up questions designed to clarify the responses to the uniform questions as well as providing the opportunity for the candidate to obtain information regarding the position. The senior college official may re-interview one or more candidates and/or involve other college personnel in any interview.

7. The senior college official responsible for the search will contact references or have Human Resources contact references provided by the candidate and/or other persons regarding the job performance and potential of the candidate;
8. The responsible senior college official meets with the available members of the Search Committee to discuss independent assessments by the Committee and senior college official of the strengths and weaknesses of each final candidate;
9. The responsible senior college official recommends to the President either an offer of employment to the final candidate who is in his/her judgement the best qualified available or that the search be reopened;
10. The recommendation is reviewed by the EEO/AA Officer who indicates to the President agreement or disagreement;
11. The President will approve the offer of employment to the final candidate recommended or directs that the search be reopened;
12. In the event that the offer of employment is not accepted, the responsible senior college official may recommend another final candidate or that the search be reopened and the President will, again, either approve that offer or direct that the search be reopened;
13. The Director of Human Resources will notify all final candidates of the decision;
14. The Director of Human Resources will verify all credentials listed by the candidate prior to employment being final.