SUBJECT: Hiring Processes

Vacant positions may be filled internally by transfer, promotion or as a part of a re-organization on a noncompetitive basis. A supervisor may recommend a noncompetitive transfer or promotion. The recommendation must include a complete justification. The supporting justification for a recommendation of a noncompetitive transfer or promotion must include a review of the employee’s qualifications for the position compared to the qualifications required and must include a review of the employee’s performance on his/her current job and potential for successful performance in the transfer position. Consideration shall be given to eligible employees and the recommendation based upon demonstrated ability and qualifications. The recommendation will be referred to the President through the respective Vice President. Upon approval by the President, the action will be presented to the Board for confirmation.

Vacancies not filled by internal transfers, promotions or reorganizations must be filled through a competitive selection process. No external candidate can be appointed to a full-time position except through a posted competitive selection process. Current or former employees are eligible to apply for any posted position for which they meet the minimum posted qualifications. The employee’s performance in their current assignment and/or previous assignments shall be considered.

The Director of Human Resources shall establish guidelines for advertising employment opportunities, posting notices of vacancies and selecting candidates to be recommended to the President for appointment. These procedures will be published in the Midland College Hiring Manual for Full Time Professional and Staff Employees and the Hiring Manual for Full Time Faculty at Midland College. These procedures will advance the Board’s commitment to equal opportunity employment and to recruiting well-qualified candidates.

The selection of personnel shall be based on the posted specifications and the applicant’s demonstrated skill, training, education and experience. Applicants shall be considered without regard to friendship, influence or factors that are unrelated to the position.

All individuals interested in applying for employment with Midland College should contact the Human Resources Department to obtain an approved employment application. All employment applications will be processed by the Human Resources Department.