



Employee Hiring Procedure

Purpose:

To outline the procedure for hiring employees at Fond du Lac Tribal & Community College

Procedure:

- Supervisor determines the need for the position.
 - Classified and Unclassified Staff
 - UFT/UPT Faculty
- Supervisor creates a justification to support request of the position.
 - Supervisor completes Employment Requisition form and attaches current PD, if applicable.
- Supervisor will forward employment request to President.
 - President will bring employment request to the administrative team for discussion.
- President will meet with Executive Financial Officer (EFO) and approve or deny employment request.
- President and EFO will sign Employment Requisition indicating approval or denial and forward it and PD to HR.
 - New Positions – Supervisor will work with Human Resources to create a position description and an audit packet will be sent to System Office for review.
- Human Resources will post position.
 - Classified – Recruiting Solutions
 - Position posted on Minnesota.gov, InDeed, Northforce, Minnesotaworks.net (veteran friendly) and with various local reservations and Native American job sites or newspapers.
 - Internal postings will be completed, if required by the appropriate bargaining unit.
 - Unclassified – PeopleAdmin, Upper Midwest Higher Education Consortium, InDeed, Northforce, Minnesotaworks.net (veteran friendly) and with various local reservations and Native American job sites or newspapers.
- The chairperson of the search committee will be the supervisor or president's designee at an MMA classification or higher.
- The committee will include subject matter experts to align with the position being filled as follows:
 - **Administrative Search** – Minimum of 5 team members chaired by the supervisor or designee, a minimum of one (1) Tribal College Board member, one (1) AFSCME member and one (1) MAPE member (from within the department/area

when possible), and up to two (2) faculty. For Academic Dean searches, up to three (3) faculty, of which at least two (2) of the faculty need to be from within a division for which the Dean oversees. AFSCME and MAPE recommendations will come through their respective union leadership and faculty recommendation will come through the local MSCF President.

- **Faculty Search** – Minimum of four (4) members chaired by the dean or other administrator and includes two (2) faculty from within the department, one (1) faculty from outside the department. When appropriate, one (1) staff member whose work is directly related to the faculty position may serve. Faculty recommendations will come through the local MSCF President.
- **Unclassified Search** – Minimum of four (4) members chaired by the supervisor or designee, minimum of two (2) staff from within the department/area, and one (1) staff from outside of the department whose work is directly related to the position. When appropriate, one (1) faculty member whose work is directly related to the position may serve.
- **Classified Search** – Minimum of four (4) members chaired by the supervisor or designee, minimum of two (2) staff from within the department/area, and one (1) staff from outside of the department whose work is directly related to the position. When appropriate, one (1) faculty member whose work is directly related to the position may serve.
- According to Minnesota State Policy 4.10, Nepotism, employees of Fond du Lac Tribal and Community College shall not participate in the hiring for any person who is a member of the employee’s family or household. “Family or household member” means the employee’s spouse, child or stepchild, ward of the employee or employee’s spouse, parent of the employee or employee’s spouse, brother or sister of the employee or employee’s spouse, grandparent or grandchild of the employee’s spouse, nephew or niece of the employee or employee’s spouse, brother-in-law or sister-in-law of the employee or employee’s spouse, or other members of the employee’s household whether or not related by blood or marriage.
- Move to Search Committee Chair Checklist

Fond du Lac Tribal and Community College posts positions on a variety of platforms to include but not limited to FDLTCC Facebook page, State of Minnesota employment websites, LinkedIn, HERC, InDeed, NorthForce, MinnesotaWorks.Net. PDF versions of postings are also sent to job boards at the following locations –

- Careerforce Cloquet
- Careerforce Duluth
- Deed
- Duluth Workforce Development Center
- Mille Lacs Band
- Bois Forte Band
- Fond du Lac Band

List Related Policies, Procedures or Forms:

None

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