

Hiring Policy

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##### **Board of Directors Revision Dates:** 3/30/2007, 4/16/2010, 3/15/2013, 4/21/2017, 6/18/2021

##### **Delegate Assembly Revision Date:** 9/23-24/2016

##### **Summary:** Hiring practices and procedures.

##### Related Information:

MAPE is an equal opportunity employer and does not discriminate in hiring practices on the basis of race, color, national origin, creed, religion, political belief, sex, marital status, sexual preference/orientation, status with regard to public assistance, age, or ability. MAPE’s hiring procedures are designed to ensure that the best qualified candidate is hired for the job.

MAPE embraces a well-reasoned, affirmative-action program which welcomes diversity. This includes a diverse workforce free of discriminatory practices. Additionally, MAPE’s goal is to promote a hostile-free work environment.

Vacancies will be announced in all of MAPE’s publications, including the MAPE website for 30 days, to provide MAPE members the opportunity to apply for any vacancy. The position description and minimum qualifications will be included in the announcement.

In addition, the vacancies will also be advertised in one or more of the following as well as national publications as desired:

* DEED
* Star Tribune
* St. Paul Pioneer Press
* Labor Publications
* Publications with high minority circulation
* Women’s Press
* Sahan Journal

All responsibilities of the Executive Director herein shall be the responsibility of the Executive Committee if the Executive Committee determines the Executive Director to be unavailable.

##### MAPE Staff Organizational Chart

The MAPE Executive Director will provide a current MAPE Staff Organizational Chart to the Board of Directors for approval as part of the annual budget approval process. Any position descriptions that have not been approved by the Board of Directors will be discussed and approved at this time along with the appropriate salary grid.

##### Temporary and Emergency Employees:

The MAPE Executive Director is authorized to take whatever action is required within the Board of Directors-approved budget and financial policies to meet the temporary or emergency staffing objectives to ensure the well-being of the Association.

##### Recommended qualifications:

All staff positions shall have current written position descriptions. The Board of Directors will approve all position descriptions, both current position descriptions that are altered and new position descriptions. These will define the duties and responsibilities of each position and the required skills, knowledge, and abilities necessary to successfully perform the required duties. All new positions will have a salary grid approved by the Board of Directors.

### Executive Director Hiring Process:

1. The Board of Directors will review, modify, and adopt the Executive Director's position description, draft the Executive Director contract and salary range, establish a timeframe for the hiring process, and determine any recruitment consulting support services needed.
2. When the President is not an applicant for the Executive Director position, the President shall form a Selection Committee which will be responsible for carrying out the hiring process. When the President is an applicant for the Executive Director position, the Selection Committee will be formed by the Vice President. The Selection Committee shall include the Executive Committee and additional appointees at-large: two Regional Directors from the Board of Directors and one Local President from the Local Presidents’ Committee.
3. The Selection Committee will develop and adopt an Executive Director recruitment and hiring work plan which meets the Board of Directors-established timeframe.
4. The Selection Committee will develop a method for rating all aspects of the application. The Selection Committee will review all applications and identify candidate(s) to be interviewed because they best meet the Board of Directors-approved position description.
5. The Selection Committee shall develop a list of interview questions and will develop a method for rating all aspects of the interview. All candidates will be asked the same prepared questions. The Selection Committee members may ask other relevant questions as needed. Every effort shall be made to interview all candidates on the same day. If deemed necessary, second and third interviews may be conducted.
6. After completing the interview process, the Selection Committee will discuss and evaluate the qualifications of each candidate. The Selection Committee will consider interview responses, experience, writing samples, and references.
7. When the President is not an applicant for the Executive Director position, the President will be responsible for ensuring that references are thoroughly checked prior to any offer of employment. When the President is an applicant for the Executive Director position, the Vice President will be responsible for ensuring that references are thoroughly checked prior to any offer of employment.
8. When the President is not an applicant for the Executive Director position and whenever possible, the President may engage all current MAPE staff (managers and non-managerial staff) in an opportunity to meet the finalist(s) and offer feedback. When the President is an applicant for the Executive Director position, this responsibility will fall to the Vice President. It will be made clear to staff that they are participating in order to provide thoughts and not deciding, though staff feedback will be considered in the selection process.
9. The Selection Committee shall select and recommend at least one candidate to the Board of Directors for consideration. If two or more candidates are equal in terms of knowledge, skills, and abilities, as determined by the Selection Committee, and one or more candidates are MAPE members, a MAPE member shall be forwarded to the Board of Directors with a recommendation to hire.
10. At an Executive session of the Board of Directors, the candidate(s) will be invited for a discussion with the Board of Directors. Once the candidate(s) has(ve) left the meeting, the Board will discuss the Recommendation of the Selection Committee. The Board of Directors will make its decision on the candidate and the Executive Director contract.
11. When the President is not an applicant for the Executive Director position, the President will make the offer of employment to the selected candidate. When the President is an applicant for the Executive Director position, the Vice President will make the offer of employment to the selected candidate.
12. All interviewed applicants not selected will be notified in writing within one (1) week of the acceptance of the position by the successful candidate.
13. All applications become the property of MAPE and will be kept on file for six (6) months. If a new vacancy occurs, the top applicant(s) on file may be notified of the vacancy and given a chance to update their application.

### Managerial Staff Hiring Process:

The Executive Director will inform the Board of Directors of vacancies in managerial staff with a recommendation to fill the position. All positions to be filled by the Executive Director need to meet all constraints within the Board of Directors-approved budget and financial policies. If it is necessary to make a hire outside of the Board of Directors-approved budget, the Executive Director will make a request to the Board of Directors to revise the budget to incorporate the staff position. All positions supervised directly by the Executive Director will be filled by the Executive Director who will report the results to the Board of Directors at the next scheduled meeting following completion of the hiring process.

1. If the position description has not been approved by the Board of Directors, the Executive Director will bring the position description and salary range to the Board of Directors for adoption before beginning the hiring process.
2. The Executive Director will establish a timeframe for the hiring process and determine if any recruitment consulting support services are needed. Any costs associated with the hiring process must have been included in the Board of Directors-approved budget.
3. The Executive Director may recruit advisors from the Board of Directors, membership, or staff to assist in the hiring process.
4. The Executive Director will develop a method for rating all aspects of the application and review all applications and identify candidate(s) to be interviewed because they best meet the Board of Directors-approved position description.
5. The Executive Director shall develop a list of interview questions and will develop a method of rating all aspects of the interview process. All candidates will be asked the same prepared questions and other relevant questions as needed. Every effort will be made to interview all candidates on the same day. If deemed necessary, second and third interviews may be conducted.
6. After completing the interview process, the Executive Director will review and evaluate the qualifications of each candidate by considering interview responses, experience, writing samples, and references.
7. The Executive Director will be responsible for ensuring that references are thoroughly checked prior to any offer of employment.
8. Whenever possible the Executive Director may engage all current MAPE staff members (managers and non-managerial staff) in an opportunity to meet the finalist(s) and offer feedback. It will be made clear to staff that they are participating in order to provide thoughts and not deciding, though staff feedback will be considered in the selection process.
9. The Executive Director will select the best candidate for the position. If two or more candidates are equal in terms of knowledge, skills, and abilities, and one or more candidates are MAPE members, the MAPE member will be given preference for the hire.
10. All interviewed applicants not selected will be notified in writing within one (1) week of the acceptance of the position by the successful candidate.
11. The Executive Director will make the offer of employment to the selected candidate.
12. All applications become the property of MAPE and will be kept on file for six (6) months. If a new vacancy occurs, the top applicant(s) on file may be notified of the vacancy and given a chance to update their application.

### Non-Managerial Staff Hiring Process:

The appropriate Division Director or Manager in consultation with the Executive Director will conduct the hiring process for all positions they supervise. If it is necessary to make a hire outside of the Board of Directors-approved budget, the Division Director or Manager will notify the Executive Director who will make a request to the Board of Directors to revise the budget to incorporate the staff position. All positions supervised directly by the Division Director or Manager will be filled by that person, who will report the results to the Executive Director. The Executive Director will report the hire to the Board of Directors at the next scheduled Board meeting following the completion of the hiring process.

1. If the position description has not been approved by the Board of Directors, the Division Director or Manager will notify the Executive Director who will bring the position description and salary range to the Board of Directors for adoption.
2. The Division Director or Manager will establish a timeframe for the hiring process in consultation with the Executive Director and determine if any recruitment consulting support services are needed and have been included in the Board of Directors-approved budget.
3. The Division Director or Manager may recruit advisors from the Board of Directors, membership, or staff to assist in the hiring process.
4. The Division Director or Manager will develop a method for rating all aspects of the application and review all applications and identify candidate(s) to be interviewed because they best meet the Board of Directors-approved position description.
5. The Division Director or Manager shall develop a list of interview questions and develop a method of rating all aspects of the interview. All candidates will be asked the same prepared questions and other relevant questions as needed. Every effort will be made to interview all candidates on the same day. If deemed necessary, second and third interviews may be conducted.
6. After completing the interview process, the Division Director or Manager will review and evaluate the qualifications of each candidate by considering interview responses, experience, writing samples, and references.
7. The Division Director or Manager will be responsible for ensuring that references are thoroughly checked prior to any offer of employment.
8. Whenever possible the Division Director or Manager may engage all current MAPE staff (managers and non-managerial staff) in an opportunity to meet the finalist(s) and offer feedback. It will be made clear to staff that they are participating in order to provide thoughts and not deciding, though staff feedback will be considered in the selection process.
9. The Division Director or Manager, in consultation with the Executive Director, will select the best candidate for the position. If two or more candidates are equal in terms of knowledge, skills, and abilities, and one or more candidates are MAPE members, the MAPE member will be given preference for the hire.
10. All interviewed applicants not selected will be notified in writing within one (1) week of acceptance of the position by the successful candidate.
11. The Division Director or Manager, in consultation with the Executive Director, will make the offer of employment to the selected candidate.
12. All applications become the property of MAPE and will be kept on file for six (6) months. If a new vacancy occurs, the top applicant(s) on file may be notified of the vacancy and given a chance to update their application.