



Northern Marianas College Procedure

Procedure No.: 5002.1 Procedure Title: Determining Eligibility for Employment
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5002
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part III.B

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure establishes the criteria for determining eligibility of applicants for employment with NMC.

Areas of Responsibility The Human Resources Office shall determine a candidate's eligibility for consideration of employment taking into account the stated minimum qualifications for the position, the candidate's credentials and work history. Any questions as to qualification shall be resolved by the President (See Board of Regents Policy 5005).

Procedure details The policy of the Northern Marianas College is to hire highly qualified and committed employees and, for faculty, who are experts in their subject areas. Instructional faculty must possess the requisite teaching skills that will serve the needs of a diverse student population, and be capable of fostering overall college effectiveness. Administrators, staff, and non-instructional faculty must also be capable of contributing to the professional and effective operation of the College.

Eligibility for employment at the Northern Marianas College shall be based upon the applicant meeting the minimum qualification requirements and possessing the competencies necessary to fulfill the position requirements, and legal ability to work in the Commonwealth of the Northern Mariana Islands. As an equal opportunity employer and in accordance with applicable Federal and Commonwealth laws and court decisions, the College shall seek to select the most qualified candidates for all positions.

Former NMC employees may be deemed ineligible for re-employment if they have negative NMC disciplinary history, non-renewal, or other negative

information on file with the College. The Human Resources office shall evaluate the application materials submitted and certify eligibility based upon the advertised minimum qualifications, and the application materials submitted by the applicant. Only individuals certified as eligible by the Human Resources Office will be offered an interview.

Candidates must meet all legal requirements to be employed in the Commonwealth.