



Campus Pre-Recruitment Workflow Guide

Initiate Contract Onboarding

Chairperson's responsibilities:

1. Complete the Position Justification Form (PJF) and send to your **Vice President of Instruction (VPI) or Vice President of Student Services (VPSS)** for approval. CC the Business Office Support Supervisor (BOSS).
 - a. Required for all campus recruitments; however, HR review is only required for frozen positions and/or when converting position information for an existing faculty position.
2. Complete the Request to Fill (RTF) Faculty Position form and send to **BOSS** for review and acceptance for processing. CC your VPI or VPSS.
 - a. Required for all faculty positions.

Business Office Support Supervisor's responsibilities:

1. Route the RTF Faculty Position form and obtain Vice President of Administrative Services (VPA) and President signature approvals.
2. Email the signed RTF Faculty Position form and PJF, if applicable, to the assigned HR Technician for processing.

Job Posting

Chairperson's responsibilities:

1. Email the **BOSS** to request initiation of the job posting and provide the chairperson's name(s), anticipated posting date and approximate start date based on the recruitment timeline.
2. Complete the job posting and move it to the Campus Business Office workflow queue in PeopleAdmin for VPA approval.

Business Office responsibilities:

1. BOSS will initiate the job posting, enter the position information and route it to the chairperson workflow queue(s) for completion.
2. BOSS will notify the HR Technician that recruitment has begun and request that HR send the chairperson(s) the “Initiating Recruitment” email, which includes a checklist and reference guide for use during the recruitment process.
3. VPA will approve the job posting and move it to the President’s Office workflow queue for approval. The President’s Office will review and approve the posting and route it to HR for final review.

Selection and Job Offer

Chairperson’s responsibilities:

Send the following required documents to the **HR Technician** once a selection by the committee has been made for a position. Refer to HR’s Recruitment Toolbox for Chairperson reference guides for the most current list of required documents and submission instructions:

Academic and Management Positions:

1. Physical Demands Form
2. Interview documents, including all notes that may have been taken during the interviews
3. Deliver the packet to the Chancellor’s Office
 - a. The Chancellor’s office will deliver the selection to the HR Technician

Non-Academic and Non-Management Positions:

1. Physical Demands
2. Interview documents, including all notes that may have been taken during the interviews
3. Deliver to the HR Technician

Send the following documents to your **VPI or VPSS** for President approval once a selection by the committee has been made for a position:

1. Employment Recommendation Form
2. Complete job application
3. Selection memo from College President to the Chancellor. The President’s Office will route and obtain Chancellor signature approval.
 - a. Required for Academic and Management Positions only

Business Office Support Supervisor's responsibilities:

1. Prepare the Contract PASS using the new hire and position information listed on the Employment Recommendation Form. Route the PASS to obtain VPI/VPSS, VPA and President signature approvals.
2. Route the Employment Recommendation Form, once signed by the President's Office, and obtain VPA signature approval.
3. Send the Contract PASS, Employment Recommendation Form, selection memo, if applicable, and job application to the HR Technician once signed.
4. Notify chairperson(s) that the documents in this section have been signed and submitted to HR for processing.

Employment Office responsibilities:

1. Request salary workup from Compensation once the documents above are received from the Business Office.
2. Make the conditional job offer, including the initial and proposed salary placement.
3. Schedule the pre-employment physical (POA and Dispatchers only).
4. Send the chairperson(s) the "Good News" email.
5. Complete the onboarding process.