Faculty Hiring Process

2/19/2009
HR Tools
http://my.vcccd.edu

Need for position is determined → Is this a new position?

- Yes → Hiring supervisor submits a "Request to Establish a New Position" form to the Director of Employment Services → Review of position in Chancellor's Cabinet → Existing discipline template in ORAP?
  - No → HR creates job description and template in ORAP → Hiring manager inputs position requisition into ORAP
  - Yes → Hiring manager inputs position requisition into ORAP
- No → Hiring manager inputs position requisition into ORAP

Hiring manager inputs position requisition into ORAP → HR submits position to Board for approval if necessary → HR posts transfer notice for 3 days and provides list of employees interested in transferring to hiring manager for consideration → HR posts job for external candidates to apply if transfer is not selected → Screening Committee is assigned → Facilitator is selected and approved → Screening Committee establishes calendar, and develops screening criteria and interview questions to be submitted to Director of Employment Services → HR provides screening materials and user access within three days following close of recruitment period → Screenings and interviews are conducted → Hiring manager conducts reference checks and faxes forms to HR → HR authorizes hiring supervisor to make offer of employment → Hiring supervisor submits all signed paperwork to HR