



OLYMPIC COLLEGE

ADJUNCT FACULTY HIRING PROCEDURES

1. **To fill a vacancy or open an adjunct faculty position - The Dean or designee** completes a Position Requisition Form. Only the Budget Administrator's signature is required. (Signatures one through four are required for full-time only.)
2. Attach job description or job announcement. Hiring administrator or designee may create announcement in collaboration with Human Resources (HR).
3. HR checks for existing applications for that position.
4. **If advertised** - The hiring administrator decides closing date to be put on the announcement (a reasonable time must be allowed for the opening). Position closing date may be "open until filled".
5. HR Advertises
 - Post on Olympic College Web site
 - Local Newspapers with other position openings
 - Special circumstances – See Recruitment Consultant
 - Additional sources if appropriate – may be charged to Division budget
6. HR receives on-line applications.

All applications must be entered in the Olympic College online application for the specific job/position number.

No criminal background checks will be conducted without completed application form and signed authorization from applicant.

A **complete application** is one that has all applicable sections filled in (i.e. education, work history, references, etc.). Without work history, no criminal background check can occur.

7. Position closes. (Or not).
"Open until filled" positions should be given adequate time before hiring administrator or designee requests to see applications.
8. Call or email the Recruiting staff to gain access to the specific position applications. Since anyone who reads those applications can view all ratings and/or comments, we recommend that applications are rated by some other means.
9. Interview
Committees are not required. Hiring administrator or designee may include any staff he/she thinks will add to selecting the best candidate.
10. The hiring administrator or designee contacts candidates and schedules interviews at and for their convenience. The administrator or designee schedules the location. HR is not part of the interviews for adjunct faculty interviews, unless requested.

NOTE: Interview questions must be job related and meet federal and state requirements.

11. Any further assessment or testing is approved by HR.
12. Professional reference checks must be completed. Reference checks are forwarded to HR when complete.
13. Hiring administrator or designee emails the Recruiting staff to request a criminal background check on the candidate that has been selected to make an offer.
14. Job offers are made **after** the criminal background check has cleared. HR will notify the hiring administrator or designee of whether or not the background check is clear.
15. **After** receiving notice from HR that a background check has cleared, the job offer may be made to the candidate.
16. The hiring administrator or designee must notify HR once the candidate accepts the position and inform HR of the start date.
17. The division completes the necessary paperwork to get adjunct faculty on payroll.
18. Employee must come by HR with their social security card and the appropriate ID for completing the immigration (I-9) form on or before the employment date to complete hiring paperwork.