

## Part-Time Hiring Checklist

- Division Office: Complete a [Position Requisition Form](#) and submit to HRS. Signed by the Budget Administrator and include an Account Code.
- Attach a job description. (You may create the announcement in collaboration with HRS.)
- Determine a closing date (a reasonable time must be allowed for applications to be submitted). A position does not require a closing date and may be “Open Until Filled”.
- Division Office: [Email](#) HRS Recruiting staff to request access (for Faculty/hiring supervisor) to view position applications.
- Hiring supervisor: Conduct interviews (reserve the room/location for interviews, contact candidates and schedule interviews. HRS does not take part in the interviews for part-time hourly unless requested.)
- Complete and submit the [Reference Checking Form\(s\)](#) to HRS. ([Reference Check Guidelines](#))
- Division Office: [Email](#) HRS Recruiting staff to request a criminal background check on the selected candidate.
- HRS: Email Division Office/hiring supervisor of cleared criminal background check. This may take 1-2 days. If the criminal background check is not clear, you will be contacted by phone.
- Make the job offer to the candidate. Instruct the individual to visit HRS with valid [identification](#) on or before the first day of employment to complete hiring paperwork.
- Complete appropriate paperwork and submit to HRS.  
**Part-time Hourly:** Personnel Action Form (PAF)  
**Adjunct Faculty:** Contract