



OLYMPIC COLLEGE

PART-TIME HOURLY HIRING PROCEDURES

1. **To fill a vacancy or open a position** - The hiring department completes a Position Requisition Form. Only the Budget Administrator's signature is required. (Signatures one through four are required for full-time only).

- Attach job description (new positions require that you complete the appropriate Position Description Form and have it approved by Human Resources (HR) before opening a position).
- Human Resources review all assessment methods.

2. HR checks for existing applications for that position.

3. The hiring administrator determines a 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".

4. Hiring administrator or designee may create announcement in collaboration with HR.

5. HR advertises

- Olympic College Website
- Local newspapers with other position openings
- Special circumstances – See Recruitment Consultant
- Additional sources if appropriate – may be charged to Division budget

6. HR receive and process applications

Job seekers will use the online application to apply for a position. HR will give the appropriate supervisor authorization to read applications. Only the applicants who have applied online will be considered for a position. Applications must be complete.

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

"Open until filled" positions should be given adequate time before the 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 application 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 they think 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 part-time hourly, 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 hiring administrator or designee completes a Personnel Action Form (PAF) and submits to the Recruiting office in HR.