1. Hiring Manager, Dean, or Vice President:

To open a position:

- The hiring manager or designee completes the Position Requisition form in NEOGOV, beginning the approval process for the Hiring Manager/Budget Administrator - Division Vice President - Budget Office - Vice President for Administrative Services - Human Resources - the President/Executive Team.

- Attach a job description to the position requisition, this will be used by Human Resources (HR) for the recruitment.

Hiring manager meets with the HR Recruitment team to discuss the recruitment, assessment, and selection process prior to the actual date of the position recruitment opening. This will help ensure that all requirements, strategies, and selection processes are done in an objective manner.

2. Committee Members

The hiring manager selects and sends names of the Screening Committee to HR. Committee composition for administrative positions will consist of 3-5 committee members including the following:

- Vice President, Dean, Director or designee, who serves as Committee Chair
- One (1) tenured academic employee (if recommended)
- Other key individuals as appointed by the President, VP or designee.

Other faculty representation on administrative screening committees:

- When the administrator is expected to have direct supervisory responsibility for academic employees: two (2) tenured academic employees may be recommended
- Screening committees for Vice Presidents and Deans: four (4) faculty members (three full-time and one adjunct) representing various College divisions
- Faculty representation on a Presidential Search Committee will be determined by the Board of Trustees

3. Job Description

The Committee Chair shall work with HR to establish the minimum / preferred qualifications desired and required application materials for each position to be advertised.

4. Timeline Expectations

The Screening Committee should clear timeline expectations with the HR Recruiting Team.
5. Recruitment

HR will assess recruitment needs and post to the following automatically and others as appropriate.
- Indeed.com
- Governmentjobs.com
- Higher Ed Jobs
- Worksource
- WA State Board CTC job board
- OC website
- Other publications and websites as requested

The HR Recruiting Team will work with the hiring manager to identify additional recruitment avenues (Professional Associations, regional and/or national publications, etc.)

6. Receiving Applications

Job seekers will use the online application to apply for the position. Only the applicants who have applied online and meet the minimum qualifications will be considered for a position.
All applications must be submitted for the specific job/position number.

7. Initial Screening

Prior to reviewing applications, the Screening Committee meets:

- HR reviews the College procedures, confidentiality and screening process with the committee.
- Schedule dates for follow up meeting(s) and availability is confirmed for interviews
- Begin
- Determine the criteria which the committee will be screening by, using the sample rating sheet.
- Begin formulating interview questions

8. When the Position Closes

- Committee members independently and confidentially screen applications.

9. Interview Preparation and Candidate Selection

The Screening Committee schedules and holds a selection meeting after all committee members have completed reading the applications.

- Committee selects candidates for interview
- Interview date(s) are confirmed
- Interview questions are discussed - and teaching or presentation topics are determined.

Interview questions must be job related. Upon request, the HR Recruiting team will provide the committee with interview training and samples of interview questions.
10. Interviews

Committee Chair or designee:
- The committee selects a minimum of five (5) candidates from the applicant pool (exception is when the pool is not large enough) and moves the candidates to the interview step in NEOGOV.
- Contacts candidates and schedules interviews and location, utilizing the self-scheduling tool through NEOGOV.
- The Applicant Travel Reimbursement policy can be found HERE.

Screening Committee
- Finalizes interview questions based on previously identified selection criteria and submits it to HR at least three (3) days prior to scheduled interviews for review
- Makes copies of interview questions in preparation for scheduled interviews
- Schedules escorts for campus tours, if any. The committee is responsible for furnishing escorts or tour guides

** Interviews consist of: Committee interview, VP interview, and/or President Interview. May also include open interviews, campus tour, and teaching or other presentations. **

11. Selection

- Committee: Screens the candidate pool, interviews candidates, and forwards a selection of qualified candidates for the position to the VP for acceptance, rejection or optional second interviews.
- Chair or designee: Responsible for checking professional references and reviewing E-References. Reference checks are forwarded to HR when completed.
- Chair or designee: Sends written recommendation to the VP.
- Vice President: Optional: Interviews finalists from the pool forwarded by the committee.
- President: Interviews finalists, consults with the VP, and makes a selection for hire.
- Chair or designee: requests a background check by moving the candidate(s) to the background check step in NEOGOV
  - This is a condition of employment
- Vice President: Once the background check clears and reference checks are positive, the VP prepares a hiring memo for HR and the president’s approval.
- HR: Checks salary and that all steps are complete, forwards hire memo to the President’s office for final approval.
12. Final Steps

☐ Before the job offer can be extended:
  ☐ Criminal background check must be completed
  ☐ Written approval from the President is received by HR

☐ NEOGOV: displays when the background check is complete. If it returns as “consider” HR will notify the manager if the background check is clear or not.

☐ HR: Sends notification to manager when the President’s memo is received.

☐ Chair or designee:
  ☐ Extends offer to final candidate
  ☐ Sends official notice of acceptance and desired onboarding date to HR
  ☐ Move the candidate to ‘Hired’ in NEOGOV

☐ Chair or designee: Contacts all interviewees to notify them that a selection has been made and notify all other candidates of their status through NEOGOV.

☐ Chair or designee: Returns all screening rubrics, interview notes and reference check materials to HR for filing and retention.

☐ HR: Prepares offer and Employment Agreement. Contacts candidate with information on onboarding process and paperwork.

☐ Employee: Completes onboarding and hiring paperwork at their scheduled onboarding date