PART TIME HOURLY HIRING PROCEDURES

1. Hiring Manager, Dean, or Vice President:

To hire from an existing pool of applicants or open a new position:
- The Dean or designee completes the Position Requisition in NEOGOV, beginning the approval process for the Budget Administrator, Division Vice President, and Human Resources.
- Attach a job description to the position requisition, this will be used by Human Resources (HR) for the recruitment.

For continuous recruitments:
- HR will check the existing job posting for the position and refer applications to the hiring supervisor or designee

For new positions:
- Job Description: The hiring supervisor or designee will work with the HR Recruiting manager to establish the minimum / preferred qualifications desired and required application materials for each position to be advertised.
- Positions may have a close date or be “open until filled” / “continuous”

2. Timeline Expectations

The hiring manager should clear timeline expectations with the HR Recruiting Team.

3. 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 supervisor to identify additional recruitment avenues (Professional Associations, regional and/or national publications, etc.)

4. Receiving Applications

Job seekers will use the online application to apply for part-time hourly positions. 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.

5. Screening Committee

Screening committees are required for hiring part-time hourly employees. The hiring supervisor or designee may select staff to include in the selection process.
6. Interviews

The hiring supervisor or designee contacts candidates and schedules interviews and location.

Interviews can be requested and self-scheduled through NEOGOV. HR is not a part of interview for part-time hourly employee interviews, unless requested.

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

7. Selection

**Hiring Supervisor or designee:**
- Responsible for checking professional references. Reference checks are forwarded to HR when completed.
- Move the selected candidate to the background check step in NEOGOV.
  - This is a condition of employment.

8. Final Steps

☐ Before the job offer can be extended:
  o Criminal background check must be completed and cleared

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

☐ **Chair or designee:**
  o Extends offer to final candidate
  o Sends official notice of acceptance and desired onboarding date to **HR**
  o Move the candidate to ‘Hired’ in NEOGOV
  o Submit a [Personnel Action Form (PAF)](https://example.com)

☐ **Hiring supervisor or designee:** Contacts all interviewees to notify them that a selection has been made.

☐ **Hiring supervisor:** Returns all screening, interview and reference check materials to HR for filing and retention.

☐ **HR:** Contacts candidate with information on onboarding process and paperwork.

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