1. Hiring Manager, Dean, or Vice President:

**To hire from an existing pool of applicants or open a new position:**
- The hiring manager completes the Position Requisition form 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 Recruiting will check existing applications for the position and provide the dean or designee access to view them as requested.

**For new positions**
- Position Announcement: The hiring supervisor or designee will work with the HR Recruiting team to establish the minimum / preferred qualifications desired and required application materials for each position to be advertised.
- Position may have a close date, be "open until filled" or "continuous pool"

Hiring managers are expected to work 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. Timeline Expectations

- The hiring supervisor 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 Dean 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 the faculty 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
Part-time faculty applications shall be screened by an ad hoc Screening Committee consisting of:

- The appropriate Dean or Associate Dean
- One (1) full-time faculty from the discipline or division

6. Interviews
The Dean or designee contacts candidates and schedules interviews and location. Interviews can be requested and self-scheduled through NEOGOV. HR is not a part of adjunct faculty 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
Dean 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:
  - Criminal background check must be completed
- 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.
- Dean 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
  - Submit a Personnel Action Form (PAF)
- Chair or designee: Contacts all interviewees to notify them that a selection has been made and notifies all other candidates of their status through NEOGOV.
- Chair or designee: 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.