



May 30, 2023

To: ALL HIRING MANAGERS

RE: RECRUITMENT/HIRING 101

Human Resources is available to assist you with your recruitment, selection and hiring needs. All new hires are expected to be approved and have successfully completed a background check PRIOR to the employee beginning an employment relationship with the College.

Please follow the guidelines outlined in this memo when recruiting, selecting, and hiring new employees. Additional information and details can be found in the Human Resource office and/or thru TCL Policy and Procedure.

### **Section I - Recruitment**

For all **permanent full-time (FTE) vacant positions, permanent full-time (FTE) new positions, and temporary positions that need to have recruitment** (applicant pools created) the hiring manager completes the ***TCL Position Request*** form. The form may be found on the TCL everyone shared folder "Human Resources - Recruitment" ([click for link to form](#)). If no recruitment (applicant pool) is required for a temporary position, the hiring manager may proceed to Section III – Candidate Selection/Hiring for Temporary Positions.

- Hiring Manager initiates the form, completing the form and submitting thru proper approval channels.
- Once the *TCL Position Request* form is approved and received in Human Resources, HR creates a job ad for the position.
- The job ad is approved by the Hiring Manager before posting.
- After approval by Hiring Manager, the job ad is posted in NeoGov (Online Applicant Tracking system) for a minimum time period of 5 days or longer. This will be determined by the hiring manager and HR.
- On or before the end of the recruitment period, HR reviews applicants and refers those candidates meeting the minimum requirements for the position to the Hiring Manager.
- The Hiring Manger makes a selection of candidates to interview.

## **Section II- Candidate Selection/Hiring FULL TIME (FTE) Permanent Positions**

The hiring manager will notify HR thru email a list of selected candidates, suggested interview committee members, requested interview date(s), and any additional information (presentation, skills test, etc.) required for the interview.

- HR sends calendar appointments to all committee members to confirm availability.
- HR schedules candidates for interviews and confirms appointments thru email.
- HR creates interview questions and acquires Hiring Manager approval prior to the interviews.
- HR completes all documents required for the interviews, sets up the interview room and coordinates the interview process.
- Once interviews are completed, Hiring Manager submits written notification to HR presenting selection of the top candidate(s) and justification of the selection of each.
- If applicable, HR schedules a second interview with the VP of the Division.
- Once approved by VP, HR obtains Presidential approval, completes background check, and begins processing salary comparable.
- After approvals and background checks are successfully completed, HR makes verbal offer to candidate.
- HR will begin preliminary actions to onboarding the new employee.
- HR will notify college personnel, including Hiring Manager and the Division Administrative Assistant once the new hire is entered into Colleague,. The email will include new employees Colleague ID #, position #, locations, start date, and other employment information.
- New full-time employees will report to HR on the first day of employment for initial orientation and obtain ID before reporting to work station.
- It will be the Hiring Manager's responsibility to cover administrative tasks for all permanent employees (work area, supplies, keys, computer logins, etc.)
- The Hiring Manager is responsible for submitting all interview and selection documentation to HR once the temporary position is filled.

## **Section III Candidate Selection/Hiring Temporary Positions,**

- Hiring Manager conducts interviews with selected candidates.
- Once a candidate is selected, Hiring Manager will complete *Temporary New Hire Recommendation Memo* ([click for link to form](#)), attach candidates application, and credential approval form (if applicable) (Recommendation package must be routed thru proper channels for approval before being submitted to HR.)

- HR completes background check.
- Upon successful completion of background check, HR notifies the candidate of employment approval and assist the employee with all pre-employment documentation. This may be accomplished in coordination with the Hiring Manager and on the first day of work if necessary. **However, no temporary employee may begin work PRIOR to the completion of HR onboarding.**
- Once new hire is set up in Datatel, HR notifies college personnel, including Hiring Manager and Division Administrative Assistant, the new employees' Colleague ID #, start date, and other employment information.
- Temporary employees will not be on-boarded more than 30 days PRIOR to the first day of employment.
- Hiring Manager may now enter into an acknowledgement/agreement with the new temporary employee. Hiring Manager completes either an *Employment Acknowledgement for Adjunct (Credit) Agreement* ([click for link to form](#)) or *Employment or Acknowledgement for Non-Faculty* form ([click for link to form](#)) obtains proper approvals, and submits to HR for further processing
- It will be the Hiring Manager's responsibility to cover administrative tasks for all temporary employees (work area, supplies, keys, computer logins, etc.)
- The Hiring Manager is responsible for submitting all interview and selection documentation to HR once the temporary position is filled.

By adhering to the above process, we limit the College's liability exposure and reduce our risk of legal review.

As always, Human Resources is always willing to assist you with this process. Please let us know if you have any questions.

## **Human Resources**