1. Contact HR-Employment to advise of pending posting
   a. The HR Technician will provide you with the necessary information for a successful recruitment
2. Prepare a posting in PeopleAdmin (formerly Request to Fill, Flyer, and Supplemental)
3. The HR Technician reviews posting and emails/calls Search Chair or Hiring Manager for clarification and/or missing information
4. Once the posting is reviewed/finalized by HR-Employment, it is posted w/in 5 business days
   a. Internal recruitments are usually 1 – 2 weeks
   b. External recruitments are 3 weeks (10 days for entry-level Classified positions).
5. The Questions & Criteria (Q&C) form must be submitted to HR-Employment before screening and/or interview dates are scheduled
   a. Can be submitted at any time - does not have to submitted before position is posted for recruitment
   b. Q&C must contain all exercises (computer, writing, practical, etc) that will be conducted as part of the interview process
   c. Pre-employment exams and tests must be part of the submitted Q&C
   d. President/Vice Chancellor approves committee; SCO approves questions and criteria
6. Screening and/or Interview dates are established
7. HR-Employment will assign an EEO Rep to the committee
   a. HR-Employment coordinates the request for an EEO Rep and assigns one to the committee.
   b. The 10 days stated on the Q&C Form is so that we have enough time to prepare the materials for your committee and for an EEO Rep to be assigned.
8. Screening Process (online)
   a. Screening materials are e-mailed to the Chairperson, including log in information
   b. Committee conducts an orientation with all committee members to review criteria
      i. The EEO Rep should read the script at this meeting
   c. Committee screens applications online – Guest User ID and password to log in are provided by the Chair
   d. Scores are entered into a spreadsheet; committee meets to review scores and tally
   e. Chairperson uploads scores (spreadsheet) and Interview Selection Summary (ISS) and notifies HR-Employment
9. Interview Selection is submitted to EEO & Diversity
   a. The Adverse Impact Analysis (AIA) is prepared and forwarded to the President/Vice Chancellor along with the ISS for approval

10. Once the ISS and AIA are received in HR-Employment, the Interview Invitations are e-mailed to selected candidates
    a. Allow at least 7 business days for internal recruitments
    b. Allow 2-3 weeks for external recruitments
11. Interviews are conducted
    a. Interview materials are prepared and picked up by the Chairperson
    b. Second interviews, if any
        i. Coordinated by Chairperson
12. Selection paperwork is submitted to HR-Employment with all notes from interviews and reference checks
13. Once the offer is approved by the Director, Employment & Professional Development, it is extended to the candidate
    a. A candidate is given 24 hours to respond to an offer
        i. If more time is requested, the Chairperson is notified and a decision is made
14. If accepted, pre-employment processing is coordinated with the candidate (skip step 16)
15. If declined, the chairperson is notified and Steps 12-14 are repeated
16. Chairperson is notified when offer is accepted
17. Pre-employment processing is completed
18. When a start date is established, the Chairperson will be notified
    a. The Chairperson can request a person to begin on a certain date, but it is not guaranteed
        i. Note: A new hire cannot begin any assignment without completing a processing appointment
19. Once a start date is established, non-select letters are sent to candidates that were interviewed
    a. Candidates are not notified until the new hire is cleared to start