COLUMBIA GORGE COMMUNITY COLLEGE

Hiring Checklist for Staff and Full-time Faculty

The Hiring Checklist lets you know all of the steps in the hiring process and who is responsible for each step. Please keep your printed copy for reference throughout the process. Human Resources will have its own copy for each open position.

Step One: Pre-planning

Hiring Manager:

☐ Complete Job Requisition Form

☐ Update/Write Job Description and email electronic version to HR (if a new position, older than 1 year, or if essential job functions have changed)

☐ Identify budget for position. Consult CFO if needed

☐ Submit Personnel Action Worksheet, Job Requisition Form, and updated Job description to the HR Administrative Assistant (who facilitates review with CTOO, President, and CFO and obtains signatures)

HR Administrative Assistant:

☐ Route Personnel Action Worksheet, Job Requisition Form, and updated Job Description to CTOO, CFO, and President for approval.

☐ Begin Hiring Compliance Log and Hiring Process Tracking Sheet and update throughout the process

Step Two: Publicizing the position

Hiring Manager:

☐ Give approval of hiring documents and ad to HR Administrative Assistant

HR Administrative Assistant:

☐ Write classified ad and application materials

☐ Obtain approval from Hiring Manager for ad and ad packet

☐ Place application materials on CGCC website

☐ Publicize internally (Send e-mail to CGCC All Personnel), Mail room, and building 1 inside cafe)

☐ Place classified ad in papers and any other sources requested

☐ Complete purchase order(s) for classified ad

☐ Post on Oregon and Washington Employment Department web pages

☐ Copy applications and make available for pickup or mailing (in Human Resources Offices and in main lobby)

Step Three: Reviewing the applications

Hiring Manager:

☐ Have screening committee sign Screening Committee Pledge Form.

☐ Develop paper screening form & interview questions and submit to HR Administrative Assistant (will facilitate review by CTOO)

☐ Return paper screen forms/files to HR Administrative Assistant

HR Administrative Assistant:

☐ Track applicants & prepare files as applications are received

☐ Call or e-mail those who submit incomplete applications before the deadline

☐ When job closes, change the position status on the website and remove all other ads and posts.

☐ Give applications to Hiring Manager for paper screening

☐ Send letters to any incomplete or late applicants

☐ Tabulate paper screening results & provide to Hiring Manager (if asked to do so)

Step Four: The Interview

Hiring Manager:

☐ Select interview candidates

☐ Facilitate first and if needed, second interviews

☐ Check references (can be delegated to HR)

☐ Check interview committee calendar and schedule interviews/locations (scheduling can be delegated to HR)

HR Administrative Assistant

☐   Make copies of Interview questions (If asked by Hiring Manager)

☐   Tabulate interview results & provide to Hiring Manager (If asked)

☐   Schedule second/final interview as needed

Step Five: Hiring

Hiring Manager:

☐   Talk with CTOO to review candidate and discuss salary/wage placement

☐   Notify candidate (or have Human Resources notify)

☐   Arrange benefits orientation w/ Manager of Payroll & Benefits Accounting

☐   Complete "New Staff Member Needs Assessment" and request needed items/actions from appropriate departments before candidate's first day. Forms are located on the shared drive at G:\SHARED\CGCC\FORMS~\HR Forms

☐   Return all applications to HR Administrative Assistant

☐   Facilitate completion of New Employee Orientation within first 2 weeks of employment (employee will receive email with necessary information)

HR Administrative Assistant:

☐   Notify candidates who are not interviewed or hired by mail

☐   Complete New Employee "To Do" list

☐   Keep applications and job file for one year