



**COLUMBIA  
GORGE  
COMMUNITY  
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## **Hiring Checklist for Staff and Full-time Faculty**

The Hiring Checklist outlines the steps in the hiring process and who is responsible for each step. The steps are broken down into Hiring Manager and Human Resources duties.

### **Step One: Pre-planning**

#### **Hiring Manager:**

- 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, and updated Job description to the HR Administrative Assistant (who facilitates review with COO, President, and obtains signatures)

#### **HR Administrative Assistant:**

- Route Personnel Action Worksheet, and updated Job Description to COO, and President for approval.
- Begin Hiring Compliance Log and Hiring Process Tracking Sheet.
- Complete "New Staff Member Needs Assessment" and request needed items/actions from appropriate departments before candidate's first day.

### **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)
- Notify IT, Facilities, and Payroll of pending new employee

### **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 COO)
- 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
- Check interview committee calendar and schedule interviews/locations (scheduling can be delegated to HR)
- Conduct first and if needed, second interviews

#### ***For Faculty position (optional):***

- Select faculty members to include on interview committee
- Include a teaching demonstration or similar activity

### **HR Administrative Assistant**

- Make copies of Interview questions
- Tabulate interview results & provide to Hiring Manager (If asked)
- Schedule second/final interview as needed
- Check references

### **Step Five: Hiring**

#### **Hiring Manager:**

- Talk with COO to review candidate and discuss salary/wage placement
- Notify candidate (or have Human Resources notify)
- Return all applications to HR Administrative Assistant

#### **HR Administrative Assistant:**

- Facilitate completion of applicable New Hire forms and forward to IT, Facilities, Business Office, etc.
- Arrange orientation for new employee to meet with HR, Payroll and Benefits, IT and Facilities on their first day
- Notify candidates, who are not interviewed or hired, by mail
- Complete New Employee "To Do" list
- Keep applications and job file for two years