

POSITION:	HIRING MANAGER:
POSTING	
	A complete job description is created and reviewed and the credentials are approved.
	Position is in the identified classification with the correct union and pay scale.
	Have position approved by Manager. If it is a new, regular position it will need to be approved by MC See Job Posting Approval Process
	Contact Campus Manager about pending recruit. Discuss office space options, needs, and setup.
	Request posting from HR. Include the current job description if available. Job descriptions are required for all PPWC postings; if there is not a JD, one will need to be created and submitted to HR.
	Inform HR of who will be on the selection committee and who needs access to the shared folder.
INTERVIEW	
	Complete Interview Request Form. Candidates are to be given a minimum of 3 business days (72-hours), requests made on a Friday require a minimum of 4 business days .
	HR will send interview confirmations, application form, and questions (if provided) to the interviewees.
	Pickup interview packages from HR. A code of conduct form MUST be signed by ALL members of the selection committee.
	Collect application form at start of interview.
SELECTION	
	Complete interview rating sheet and perform reference checks (provided in interview packets).
	Return interview packets altogether with hiring orange folder, including application forms, rating sheets, code of conduct form signed, and all notes from Interview to HR in a timely manner.
	Submit employment contract, scale placement, and reference check forms (provided in orange folder) to HR and identify the New Employees Buddy. _____
	HR will make job offers. If you would like, you can arrange to be present. HR will send welcome email and request employee email to be set up.
	Hiring managers will contact external applicants with regrets. Regrets will be performed by HR if the posting is internal. Some exceptions may apply.
	Review and complete New Employee Checklist (provided in orange folder).