Recruiting Process Overview
Hiring Manager (with Screening Committee)

1. Complete approval process to fill your vacant position

(Note: If you need to create a new position, visit https://www.pcc.edu/hr/employment/position-request/ to initiate the Position Request/Change process)

2. Complete and Submit a Requisition Request in MyCareer@PCC

(Note: For a guide on how to complete this process, please refer to the Completing a Requisition Request document.)

- Identify Screening Committee Chair on the Req Request
- Screening Committee members are added as Reviewers on the Req Request

3. Schedule Inaugural Meeting with Screening Committee

The first Screening Committee meeting will include:

- HR Diversity, Bias and Inclusion training (for the entire screening committee)
- Recruitment Timeline (a minimum of 15 days is required between 1st Interviews & Finalist Interviews)
- Development of the Job Summary and Candidate Profile for the recruitment
  - Required Skills and Competencies (needed for success in the job)
  - Preferred Qualifications (“nice to have” additional skills/competencies)
4. Finalize Job Posting with HR Recruiter

- HR Recruiter updates the job ad in MyCareer@PCC – but in the future the Hiring Manager or Screening Committee Chair will be able to update the posting.

- Screening Committee identifies targeted organizations, job boards, etc., to advertise the position.

- HR Recruiter posts the job to PCC Career Center, PCC Career Site and external job boards.

- After the Best Consideration/Closed Date has passed, HR Recruiter screens applicants for Minimum Qualifications and conducts a Diversity Check on the applicant pool.

- Once applicant pool is approved, HR Recruiter notifies the Screening Committee Chair and releases the applicants for Review.

5. Review Applicant Materials

- Each Screening Committee member completes the Application Review for Candidate Profile template documenting evidence of the required skills/competencies and the preferred qualifications.

- If Supplemental Questions are used: Screening Committee meets to identify applicants for using the Decision Matrix for Supplemental Questions template – Veterans’ Preference is applied to all applicants with Eligible for Veterans’ Preference/Disabled Veterans’ Preference Flags on the req

- If Supplemental Questions are NOT used: Screening Committee meets to identify applicants for 1st Interview using the Decision Matrix for 1st Interview template.

- Screening Committee Chair sends the Supplement Question or 1st Interview applicant list to the HR Recruiter for a Diversity Check and approval.
6. **1st Interviews Conducted**

- Screening Committee finalizes 1st Interview questions to screen for evidence of the **Candidate Profile** skills/competencies

- Once the 1st Interview pool is approved, HR Recruiter notifies Screening Committee Chair

- 1st Interviews are scheduled and conducted by the Screening Committee
  - Each Screening Committee member completes the **Semi-Finalist Interview Matrix** template documenting evidence of the required skills/competencies and the preferred qualifications
  - Future Functionality – Interview scheduling directly through MyCareer@PCC

- Screening Committee meets to identify applicants for Finalists using the **Decision Matrix for Finalists** template - Veterans’ Preference is applied to all applicants with **Eligible for Veterans’ Preference/Disabled Veterans’ Preference Flags** on the req

- Screening Committee Chair sends the Finalist applicant list to the HR Recruiter for approval (Note: HR will contact applicants needing travel guidelines and will pay for Finalist Interview travel for Management and Faculty recruitments. **(A minimum of 15 days is required between 1st Interviews & Finalist Interviews)**

- Once approved, Committee Chair provides the list of Finalists to the Hiring Manager

- Screening Committee Chair must collect **ALL** screening documents and provide to the HR Recruiter (the Recruiter will provide instructions)

7. **Finalist Interviews Conducted**

- Hiring Manager completes Finalist Interviews and determines candidate for Offer

- Hiring Manager completes Reference Checks on selected applicant, notifies HR Recruiter and requests salary placement
8. Verbal Offer to Candidate

- Hiring Manager contacts candidate and delivers verbal offer of employment (contingent upon successful completion of a criminal background check)
  
  ▪ If Accepted, notify HR Recruit of acceptance, salary and start date

- HR Recruiter sends Offer Confirmation document to candidate through MyCareer@PCC

- HR Recruiter initiates Criminal Background Check. When completed, HR Recruiter marks candidate as Hired and alerts Hiring Manager.

- If offer is not Accepted, Hiring Manager may:
  
  ▪ Identify another candidate for Offer
  
  ▪ Request Advanced Salary Placement (if appropriate)
  
  ▪ Contact HR Recruiter for next step options with recruitment

9. All Screening Documentation to HR Recruiter

- Hiring Manager ensures ALL screening documentation – including reference check forms - is provided to the HR Recruiter

10. Begin Onboarding New Employee