

# 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 1<sup>st</sup> 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 Supplement Questions are NOT used: Screening Committee meets to identify applicants for 1<sup>st</sup> Interview using the **Decision Matrix for 1<sup>st</sup> Interview** template
- Screening Committee Chair sends the Supplement Question or 1<sup>st</sup> Interview applicant list to the HR Recruiter for a Diversity Check and approval

## 6. 1<sup>st</sup> Interviews Conducted

- Screening Committee finalizes 1<sup>st</sup> Interview questions to screen for evidence of the **Candidate Profile** skills/competencies
- Once the 1<sup>st</sup> Interview pool is approved, HR Recruiter notifies Screening Committee Chair
- 1<sup>st</sup> 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 1<sup>st</sup> 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