



Danville Community College

### Checklist of Steps in the Hiring Process

Position Name: \_\_\_\_\_ Position Number \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Completed	Date	Action
		1- Position vacancy reviewed by the President to determine whether position will be filled. Complete the full-time or part-time hiring request form located on the forms page of the Web site <a href="http://www.dcc.vccs.edu/forms/Forms.htm">http://www.dcc.vccs.edu/forms/Forms.htm</a> .
		2- President authorizes position.
		3- Employee Work Profile completed (if a new classified position) and sent to Human Resources Office.
		4- Position announcement prepared by supervisor and sent to the appropriate Vice President (or President) for review and approval. The announcement is then forwarded to the Human Resources Office for advertising.
		5- Position is advertised in appropriate media and channels. Note: all positions are advertised in area newspapers, RMS, internal constituents, VCCS Human Resources Offices and VCCS website, and to community mailing lists maintained in the Affirmative Action Office. All applications must be submitted online in the state-wide RMS system. <ul style="list-style-type: none"> <li>• In addition, faculty and administrative positions are advertised in national and regional media, and media targeted to minority populations.</li> <li>• It is the responsibility of the supervisor to provide additional publications or sources for other types of recruiting opportunities.</li> <li>• Positions should be advertised for a minimum of three weeks for classified positions and four weeks for faculty and administrative positions.</li> <li>• It is recommended that positions specify a screening review date and indicate, "Applications will be accepted until position is filled."</li> </ul>
		6- Human Resource Office monitors the online system and will provide access to the approved members of the screening committee, <ul style="list-style-type: none"> <li>• It is the responsibility of the candidate to provide all information requested to complete an application package.</li> <li>• Human Resource Office will make copies of transcripts from previous application packets <u>only</u> for internal candidates at their request. However for best consideration by screening committees, candidates should complete a new application for each position sought.</li> </ul>
		7- Affirmative Action Officer reviews applications to determine if there is a sufficient number of viable candidates (a minimum of 3) and the diversity of the applicant pool. Numerical data on each position is kept in the Affirmative Action Office.
		8- Screening Committee selected by the supervisor. The supervisor will submit the names (in writing) of all screening/selection/interview committee members to the appropriate Vice President or President. The VP (or President) will approve and forward the committee membership to the Human Resource Office and the Affirmative Action Office. The Screening/interview/selection committee shall reflect the broad diversity of the College family, such as program area/department, years of service, ethnicity and gender. The committee membership is reviewed by the appropriate Vice President and the Affirmative Action Officer to determine that the committee includes at least one male, 1 female, and at least one individual from outside the department and at least one individual who is African American.

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		9- Screening Committee Orientation conducted by Affirmative Action Officer or Human Resources Officer. Orientation includes explanation of the search process and procedures. It is not appropriate for Screening Committee members to write a letter of recommendation for a candidate under consideration for the position.
		10- The Supervisor notifies the Human Resource Office of the candidates selected for interview and the dates and times for the interview. The Human Resource Office can make the arrangements for the interviews. A minimum of two applicants must be selected for interview.
		11- Questions for each candidate are prepared by the Screening Committee. All candidates must be asked the same interview questions.
		12- Interviews conducted by the Screening Committee. All members of the screening committee must be available to participate in each interview. Contact offices of the President and Vice President of Academic and Student Services to see if they wish to schedule meetings with candidates being interviewed.
		13- Letters are sent to the applicants who were not selected for an interview by the Human Resources Office.
		14- Reference Checks completed by the Screening Committee.
		15- Committee recommendation(s) submitted to the appropriate Vice President or President.
		16- Hiring decision is made. A preliminary VCCS 10 completed (for faculty and administrative positions) to determine potential salary.
		17- Offer made to candidate and candidate accepts position. Letter sent by Human Resources Office to successful candidate. (Letter will state salary, probationary period, benefits, etc. if classified position). If a faculty or administrative position, candidate must sign contract and return it. Human Resources Office also sends authorization form for background check to the selected candidate. HRO will submit form to Castle Branch to conduct background check in accordance with VCCS policy effective 07/01/07. Satisfactory results must be received by HRO prior to the candidate's employment.
		18- Letters are sent by the Human Resource Office to unsuccessful applicants who were interviewed. Committee Chair can also make a phone call to the unsuccessful candidates, if desired.
		19- Affirmative Action forms completed and submitted to Affirmative Action Officer within seven days of job offer and acceptance. These forms include: Qualifications Summary Sheet (Form2); Recruitment Data (Form3); Interviewer Compliance Form (Form 4); Interview and Selection Report (Form 5); Interview Questions and Responses (Form 6); and Reaction To Candidate (Form 7).
		20- Supervisor provides brief orientation for candidate on first day of work. Candidate will complete paperwork through the SilkRoad Onboarding process. A college wide orientation also will be held each fall and spring for new employees.
		21- Supervisor ensures that successful candidate has IT Security, IT access to appropriate applications utilizing the AIMR on the forms page of DCC web site, phone, furniture, keys, etc.