SOUTHERN CRESCENT TECHNICAL COLLEGE RECRUITING AND SELECTION PROCESS

Step 1 GETTING STARTED Hiring Manager

- •Reviews job announcement for vacant position
- •Updates preferred job requirements
- Completes "Request to Recruit" Form to fill existing vacancy, new position and/or parttime/adjunct position
- •Obtains signatures on "Request to Recruit" Form
- •Submits updated job announcement to Human Resources
- •Submits signed Request To "Recruit Form" to Human Resources

Step 2 POSTING/SCREENING Human Resources

- Posts job announcement on SCTC, TCSG, DOL, and/or other websites for two weeks
- Screens applicant qualifications to determine if job requirements are met
- Prepares applicant list for hiring manager
- Provides Interview
 Guidelines and
 Interview Questions to
 Hiring Manager

Step 3 INTERVIEWING Hiring Manager

- •Establishes interview panel for requested position.
- Obtains approval of interview panel from Human Resources Panel must contain no less than 3 persons
- •Schedules applicant interviews
- •Interviews all recommended applicants
- Notifies Human
 Resources to hire
 applicant, repost
 position and/or place
 position on hold

Step 4 OBTAINING SALARY Human Resources

- •Discuss applicant credentials with Hiring Manager
- Conducts applicant reference verification
- Discuss salary offer with President or Designee
- •Discuss salary offer with Hiring Manager
- Makes job offer to applicant contingent upon completion of all successful background screenings

Step 5 MAKING THE OFFER Hiring Manager

- Negotiates applicant start date
- •Provides applicant start date to Human Resources
- •Returns completed interview sheet, interview questions and applications to Human Resources

Step 6 HIRING APPLICANT Human Resources

- Verifies applicant background screenings
- •Obtains signatures on "Personnel Action Request" (PAR) form and/or Agreement
- •Contacts applicant for new hire orientation

JUTHERN CRESCENT TECHNICAL JOLLEGE

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