



Human Resources Informational Flyer #8

Hiring a Classified Employee



Questions and Answers

1. What do I need to do to hire a new classified employee?

- The supervisor, in coordination with the Vice President of Administration or appropriate District Office manager, completes a posting request in PeopleAdmin and forwards to the VPA or appropriate District Office manager.
- Once approved by the VPA/manager, the posting is forwarded to the Human Resources Director.
- Following approval by the Human Resources Director, the posting is forwarded to Fiscal Services for a position number, transaction number, and approval. The completed posting is then returned to Human Resources.
- Human Resources then opens the position. Positions are advertised for a minimum of ten business days.
- After the position closes, all applications are screened by the Human Resources Director. Those applicants who do not meet the minimum qualifications are notified via email from Human Resources. The remaining applications are forwarded to the college/work site in accordance with the appropriate collective bargaining language regarding lateral transfers, promotions, etc.

2. What if this is a new position and a job description does not exist?

The Vice President of Administration/District Office manager will coordinate with the Human Resources Director in drafting a new job description. New job descriptions must be approved by all VPA's. The Human Resources Director will consult with the collective bargaining unit regarding the particulars for the position.

3. What if I want to make changes to an existing job description?

Changes to existing job descriptions follow the same procedures as a new job description. Changes must be approved by the VPA's and reviewed by the collective bargaining unit.

4. Who makes the official job offer to the successful candidate?

Once the college identifies the successful candidate, the Human Resources Director is notified and will make the official job offer.

5. What happens after the candidate accepts the position?

Once the candidate accepts the job offer, he/she is tentatively offered the position. He/She must be fingerprinted if he/she does not have proper fingerprint clearance information already on file. If a pre-employment physical is required, he/she will be contacted by the Human Resources Specialist for a pre-employment physical appointment. Following notification from the Department of Justice that the fingerprints have cleared and, if required, a medical clearance, the employee is contacted by the HR Specialist for an employee orientation appointment.