

HOSTOS COMMUNITY COLLEGE
RECRUITMENT PROCESSES AND RESPONSIBLE ROLES - For New Part Time/Hourly Employees

Required Tasks	Responsible Roles for the Tasks				
	Dept Mgr/Svsr	Dept Chair	HR Offcr/Recruit	Div Head	Budget
1. A position request must be created for the selected part time employee - refer to MSS Guidelines	x				
Additional information (such as the info normally indicated on the PAR) must be included in the Comments Box of the position request as follows: employee, appointment period, number of hours, and hourly rate. JD must be submitted to justify rate other than \$9.85					
2. Approvals are required for the position request in CUNYfirst.		x	x	x	x
3. Selected candidate will be contacted to complete new employment paperwork and processes (including I-9).	x	x			
4. Benefits will be discussed with the new employee.			x -Benefits Mgr		
5. New employee will be entered into CUNYfirst and an automatic e-mail notification will be sent to the PAR initiator and Security Office.			x -Data Processing		
6. PAR will be completed for the new employee.	x-PAR Initiator				
7. Upon approval of the PAR, an e-mail notification will be sent to the PAR Initiator. Notify the new employee to claim his/her e-mail account.	x-PAR Initiator				