

**HOSTOS COMMUNITY COLLEGE
RECRUITMENT PROCESSES FOR FULL TIME POSITIONS –**

(Tasks Checklist for Department Use only)

COMPLETION DATE

1. Contact the HR Officer/Recruiter for a new or replacement position. This request should have already been discussed with Budget to determine funding availability. _____
2. Submit the job description (indicating the duties) and organization chart to the HR Officer/Recruiter. _____
3. Using the job code and title provided by the HR Officer/Recruiter, create the position request – refer to the MSS Guidelines. _____
4. Review the conforming job description (job template that has been revised by the HR Officer and submit the approval or request for additional revisions to the HR Officer. _____
5. Complete and submit the Recruitment Plan Form to the HR Officer. The Recruitment Plan includes the following information:
 - desired posting open and close dates
 - advertising venues
 - method of conducting the search
 - search committee members_____
6. The Department Chair to approve the job opening (formerly known as the PVN) in CUNYfirst. _____
7. Job opening is to be posted on the CUNY website by Central Office. _____
8. Acknowledgement letters to be sent by HR (for HEO and classified Staff positions) and the AAO (for faculty positions) to applicants upon receipt of resumes. _____
9. The Search Committee Chair to submit the resumes to committee members for review. _____
10. After reviewing the Application Log, the Affirmative Action Officer to certify the applicant pool and charge the Search Committee to begin the candidate selection processes. _____
11. The Search Committee to select and schedule candidates for interviews. _____

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12. The Search Committee to complete interview processes and submit the names of finalists (usually three to five candidates) to the Dept Chair/Manager.

Note: Interviewees must complete employment applications

13. The Department Chair to conduct interviews and make final decision.

14. Discuss with the Division Head regarding the candidate selection and salary offer.

15. Make conditional job offer to the selected candidate and indicate that the appointment is contingent upon additional approvals (P&B, ARC, and Board of Trustees)

16. Complete paperwork and compile required documents for requested appointment to be presented as follows:

- For faculty appointments: selected candidate's documents are required for the P & B presentation
- For HEO Series and CLT appointments: the selected candidate's HEO packet is required for the ARC Committee presentation
- For faculty, HEO and CLT appointments: the Affirmative Action Officer to approve the search results using the Affirmative Action Surveys

17. Ensure the accuracy of the appointment letter to be issued by the Labor Designee's Office.

18. After job offer has been accepted and all required approvals obtained, the selected candidate will be contacted to complete new employment paperwork in the Human Resources Office.

19. Notification letters will be sent to applicants who were not selected for the position – HR:HEOs & Classified Staff, AAO: Faculty

20. After the new employee is entered into CUNYfirst, the Department will be notified by e-mail to complete a PAR.

21. Once the PAR has been approved, the Department will notify the new employee to claim his/her e-mail account.
