



**Human Resources Development  
And Personnel Services**

## **Academic Hiring Timelines**

### **Position Approval Timeline**

\_\_\_\_\_ **Fall Semester**      **Date document received in HR:** \_\_\_\_\_

- Faculty Staffing Committee forwards ranked positions to Chancellor for Board approval
- Approvals:      \_\_\_\_\_ DC      \_\_\_\_\_ Board of Trustees

### **Recruitment Timeline (Approximately 90 Days)**

\_\_\_\_\_ **2-5 Days**      **2-5 days after Board Approval:** \_\_\_\_\_

- HR Hiring Analyst receives approved Board agenda item and requests job description from Certificated Analyst.

\_\_\_\_\_ **3 Days**

- HR Analyst formats job flyer and distributes for internal transfers.

\_\_\_\_\_ **10 Days**      **Internal Transfer Period:** \_\_\_\_\_

- 10 working days for Academic positions determined by the YCFA contract

\_\_\_\_\_ **1-7 Days**

- Research and organize advertising sources
- Timeframe depends upon publication deadlines

\_\_\_\_\_ **40-60 Days**      **External Advertisement Period:** \_\_\_\_\_

- Academic positions are externally advertised 40-60 calendar days
- Ads are placed Sundays or Wednesdays at least three times during the duration of the recruitment.

\_\_\_\_\_ **5 Days**

- After the recruitment closes, HR Analyst organizes applications and screens for Minimum Qualifications (MQ's).

\_\_\_\_\_ **3-4 Days**

- Committee Chair notifies HR Analyst of committee members.
- HR Analyst organizes committee member folders, to include a copy of the job flyer, Confidentiality Statement, sample rating criteria and interview questions.
- The Committee Chair and the EEO Rep.'s folder will include the Committee Duties and Responsibilities, Interview Summary Form and EEO Duties and Responsibilities.

\_\_\_\_\_ **2 Days**

- The Selection Committee Chair or EEO forwards to HR Analyst the rating criteria and interview questions as discussed by the committee.
- HR Analyst reviews the interview questions and rating criteria.
- HR Analyst approves, denies or asks for revisions of the forms.
- **Both items must be approved by HR Staff prior to the committee reviewing any application materials.**

\_\_\_\_\_ **5 Days**                      **Applications Ready for MQ Screening:** \_\_\_\_\_

- Applications not meeting MQ's are placed in recruitment work folder.
- Applications meeting MQ's are then placed in a candidate folder.
- Candidate rating sheets are placed in each committee members' folder.
- HR Analyst emails all committee members that applications are ready to rate.

\_\_\_\_\_ **10-15 Days**                      **Interview Date:** \_\_\_\_\_

- Committee meets again to select candidates whom to interview.
- Committee notifies HR Analyst of interview date and forwards folders and names of candidates to HR Analyst for interviews to be arranged.
- HR Analyst requires 10 days or more to contact candidates for interviews.

\_\_\_\_\_ **1 Day**

- HR Analyst sends an email reminder to all committee members regarding the scheduled interviews.

\_\_\_\_\_ **1-2 Days**

- HR Analyst assembles an interview box that includes committee nameplates, pencils and a folder for each committee member. Folder includes: job flyer, interview questions (a set for each candidate), interview schedule.
- The Committee Chair's folder also includes a copy of the interviewees' applications and the Recommendation to Employ form.
- After the interview, the Committee Chair verifies that the Interview Summary form has been signed by the members.
- The Committee Chair returns the interview box with all contents to HR.
- For the purpose of conducting reference checks, the Committee Chair may take his/her folder and the application(s).

**Confirmation of Employment**

\_\_\_\_\_ **13-30 Days**                      **Board Meeting Date:** \_\_\_\_\_

- Once the position has been offered and accepted, the Chair will complete the pink **Recommendation to Employ** form and submit to the HR Analyst. The HR Analyst will distribute within HR for confirmation on the next Board agenda.
- HR Director will notify HR Analyst of Board approval.
- HR Analyst begins the payroll process
- HR Analyst will send letters, up to 3 weeks after Board approval, to all applicants who applied for the position.
- Confirmed employee applies for fingerprint clearance.
- Employee may begin work after HR is notified of fingerprint clearance.
- HR notifies manager new employee is confirmed to begin their employment with YCCD.