



Personnel Services and
Human Resources Development

HIRING PROCESS CHECKLIST

Academic

This form is designed to assist YCCD Human Resources and Personnel Services with documenting a fair and legal hiring process. A complete copy of this checklist must accompany the hiring packet upon completion of the process.

JOB TITLE: _____

DATE: _____

DEPARTMENT: _____

CONTACT/PHONE: _____

Hiring packet checklist (Mandatory contents for record retention)

Initial Position Approval

1. Faculty Staffing Committee identifies faculty positions (both replacement and new) to hire.
2. Chancellor notifies **HR Director** to place identified positions on next available Board Agenda.
3. Approval: _____ District Council _____ YCCD Board
4. HR Secretary forwards YCCD Board Agenda and this form to HR Analyst.

Advertising

5. HR Analyst works with Hiring Manager to develop advertisement language
6. Flyer Distribution: AA Mailing Lists College/University Labels
 YCCD WebPage CCC Registry CCollege Jobs
 Appeal Sac Bee Woodland Chancellor's List
 CHE ACCCA Other _____
7. Adjunct Instructor File: Date _____
8. Adjunct Instructor Newsletter: Date _____
9. Stuff Mailroom Boxes: District Personnel Hall Yuba College Mailroom
10. E-Mail Date: _____ Beale _____ Lake _____ Woodland _____ Colusa/Williams
11. Internal Recruitment (10 Days) E-Mail "All YCCD": _____
12. External Recruitment (No Less than 45-60 Days) E-Mail "All YCCD": _____

Committee Development

13. Memo mailed to Chair requesting Committee: _____
14. Selection Committee Members:
15.
 - a. Co-Chair (appointed by Chancellor or designee) _____
 - b. Co-Chair (Academic Senate Representative) _____
 - c. YCFA unit member (appointed by Academic Senate) _____
 - d. YCFA unit member (appointed by Academic Senate) _____
 - e. YCFA unit member (appointed by Division Faculty) _____
 - f. YCFA unit member (appointed by Division Faculty) _____
 - g. Department Supervisor (appointed by Chancellor or designee) _____
 - h. Instruction or Student Services Officer of the College or designee _____
 - i. EEO Representative (appointed by EEO Officer/non-voting) _____
16. Organizational Meeting: Date: _____ Room: _____ Time: _____

