

Directions for Filling Your Faculty Position

Here is the latest on your vacancy...

- ☞ The Employment Opportunity webpage has been updated to reflect that this position is “in review” process.
- ☞ NOTE THIS CHANGE: As of the date your pool was sent to the EA/EO Officer for review, HR stopped allowing applicants to apply for this position. If, after reviewing the pool, you believe you need to see more applications, contact HR. At that point, Human Resources will extend the deadline and allow additional applicants to apply.
- ☞ Only applicants who have both a current application and a pool card for this position are visible to you.
- ☞ Human Resources has removed applicants who do not appear to meet the minimum education requirements of the position.

Your next steps...

A. FOR THE SEARCH AND SCREEN COMMITTEE:

Congratulations. Your name was recently approved by Dr. Kuttler to serve on the Search and Screen Committee for this position. As a member of the Search and Screen committee your role is to review applicants and make preliminary recommendations.

To review applications please log into <https://www1.spjc.edu/central/hr/hiring> and select the position number.

After you review the applications, please complete the following:

- 1) Note the name of the applicants you believe should be considered
- 2) Send your list directly to the Human Resources Specialist working on this position (Do not send your list to the dean).

The collected names will be forwarded by Human Resources to the Dean. From that point forward, the Dean will coordinate the employment process.

B. FOR THE DEAN:

After Human Resources forwards you the Search and Screen recommendations...

- 1) Notify Human Resources of whom you intend to interview
- 2) Complete the Interview Recording Worksheet, which is located in the Reviewers Admin site

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Your next steps...CONTINUED

As you interview the candidates record general comments and/or observations that you believe should be documented and will support your recommendation. When you submit the PAAR, send HR an Interview Recording Worksheet completed by each interviewer for each applicant interviewed.

3) Dissatisfied with the applicants? We can re-advertise.

If it doesn't appear that the applicants meet your expectations, please follow up with HR. We will re-advertise the position right away.

4) Submit the PAAR

Forward your recommendation via an electronic [PAAR](#) (located in Staff Central under Forms). This initiates the next phase of pre-employment review, which includes such things as criminal background checks, employment verifications, and other HR screening practices.

*****Do not print Employment Verification Forms. HR will handle all steps involved with this procedure.*****

5) Submit the Credential Packet

Submit the original packet and a copy packet to Dr. Ann Cooper (2 year faculty) for approval. You can view the credential requirements and forms on the Credential Resources website at: http://www.spcollege.edu/central/hr/Faculty_Credentialing.htm. Please include your Faculty Reference Questions in the Credential Packet. In most cases, credentialing must be approved prior to the president's interview being arranged.

6) Schedule interview with President

In coordination with HR, arrange a time for President Kuttler to interview your candidate. Once Human Resources has received all documentation and the candidate has cleared the criminal background check you will be notified by HR that an interview with the President can be arranged. If the results of HR's pre-employment review are unfavorable or if the president does not approve the recommendation, you may bring forward another applicant for consideration.

*** THINGS TO NOTE ***

- Those with online access to the pool of applicants for this position (reviewers) can include the S&S committee, Cabinet Member(s), Dean, Academic Chair, and their respective assistants.
- Interviewers are limited to Cabinet Member(s), Dean, and Academic Chair/Program Director.
- The responsible cabinet member must interview the applicant(s) who emerge as the top selection.

What happens now...

After HR and the President approve, HR will make the offer to the final candidate...in consultation with the hiring manager regarding start date, hours, etc.



If you have any questions during the hiring process, please contact the HR Services Specialist who sent you the pool of applicants.