**Quick Checklist**

**Hiring Guidelines for Regular (Non-temporary) Faculty and Staff Procedure**

A letter of resignation, job transfer acknowledgement letter or college-initiated letter is on file in HR.

A [Blue Team Form](https://exsforms3.bartonccc.edu/hr/blueteam/blue_team.htm) has been submitted for the departing employee.

A salary or hourly rate for the position has been obtained from HR.

An e-mail has been sent up the chain-of-command through the President or his/her designee to request approval to refill the position

The job description for the position has been reviewed. If updates were made, the updated job description has been sent to HR for final review and approval.

An application packet for the position has been created in consultation with HR.

A job advertisement has been created in consultation with HR.

A search committee has been chosen consisting of two or more other individuals, including the Assistant Director of HR or his/her designee. The appropriate supervisor or his/her designee will serve as the search committee chair.

The search committee has reviewed the following documents on the HR web page:

[Ethics and Confidentiality](http://docs.bartonccc.edu/humres/HRHiring/ethicsandconfid.pdf);

[Checklist for Reviewing Resumes or Application Forms](http://docs.bartonccc.edu/humres/HRHiring/checklistresumesapps.pdf);

[Interview Do’s and Don’ts](http://docs.bartonccc.edu/humres/HRHiring/dosdonts.pdf);

[Acceptable and Unacceptable Phrasing of Interview Questions](http://docs.bartonccc.edu/humres/HRHiring/phrasingquestions.pdf);

[When Interviewing Persons with Disabilities](http://docs.bartonccc.edu/humres/HRHiring/personswithdisabilities.pdf); and

[Final Interview Reminders](http://docs.bartonccc.edu/humres/HRHiring/fininterviewremind.pdf).

Interview questions have been created and have been approved by the Assistant Director of HR or his/her designee. A selection of interview questions are located on the [HR web page](http://internal.bartonccc.edu/humres/hiring.html).

A candidate evaluation form has been chosen from the [HR web page](http://internal.bartonccc.edu/humres/hiring.html)—can be combined with interview questions to save time by using the combined interview question-candidate evaluation format.

The [Faculty Credential Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx) has been completed with the appropriate approval(s) if it’s a faculty position.

Candidate interviews have been scheduled.

Interview notes have been taken during each candidate’s interview by all search committee members present.

Benefit information has been shared by the HR representative during each candidate’s interview.

Each candidate’s strengths and weaknesses have been captured using one of the candidate evaluation forms (or combined form if selected) located on the [HR web page](http://internal.bartonccc.edu/humres/hiring.html).

If a candidate is selected to recommend for hire, the candidate’s references have been checked using one of the reference checking forms on the [HR web page](http://internal.bartonccc.edu/humres/hiring.html).

HR has been contacted to run a criminal background and a motor vehicle report (if applicable) on the selected candidate.

HR has been contacted to check on the candidate’s KPERS status.

If the candidate is a KPERS retiree, the salaried/hourly rate offered to the candidate has been reduced by the KPERS Working After Retirement percentage.

A [Personnel Action Form](https://exsforms3.bartonccc.edu/hr/paf_reg.htm) has been submitted to obtain chain-of-command hiring approval.

A tentative offer of employment has been made to the candidate contingent on board approval.

If the candidate is a Barton employee working in a regular (non-temporary) position somewhere else at Barton, he or she has submitted a job transfer acknowledgement letter to HR.

A [Blue Team Form](https://exsforms3.bartonccc.edu/hr/blueteam/blue_team.htm) has been submitted for the candidate.

All candidate information has been routed back to HR in the applicant tracking system, including a detailed reason for each of those who were not selected for interview and/or hire.

All interview notes, candidate evaluations, reference forms or information presented by candidates during his/her interviews along with the Faculty Credential Form (if applicable) have been sent to HR.

A contract or other payment form ([Human Resources Information Form](http://docs.bartonccc.edu/humres/HRPayroll/hrinfoform.doc)) have been created.

The candidate was asked to complete an electronic [Personal Data Sheet](https://exsforms3.bartonccc.edu/hr/pds.htm).

A HR new employee orientation session has been scheduled with HR.

12/11/17