Hiring -- Replacement and New Regular (non-temporary) Positions

Replacement Regular (non-temporary) Positions

When wishing to hire a replacement employee for a regular administrative, faculty, or staff position, the following steps must be followed.

Please note: Step 4 only needs to be completed if there is a hiring freeze or the supervisor is requesting a change to the position such as a change in length of employment from 9-months to 10-months or adding additional responsibilities causing a change in salary grade.

1. A letter of resignation (terminating employee), brief two-line initialed e-mail (job transfer) or college-initiated letter (non-renewal, involuntary termination, or reduction in force) must be on file in the Office of Human Resources.
2. Submit a Blue Team Form for the departing employee by clicking here .
3. Contact Julie Knoblich in Human Resources to obtain annual salary or hourly rate for position.
4. Submit the Personnel Requisition and Authorization Form to obtain chain-of-command approval to refill the position by clicking here . For more information on the Personnel Requisition and Authorization Form, click here .
5. Review job description located on the T: Drive, HRJob Descriptions folder. If an update is needed, make the update and send to Julie Knoblich in Human Resources for approval.
6. Contact Kathy Desemo in Human Resources to coordinate creation of job advertisement and contents of application packet.
7. Screening committee responsibilities--for more information on screening committee responsibilities, click on Screening Committee Instructions in left navigation pane.
8. Submit the Personnel Action Form to obtain chain-of-command approval of recommended candidate by clicking here . For more information on the Personnel Action Form, click here .
9. If approved by President, submit Blue Team Form for selected candidate by clicking here . Note: If candidate is new to the College, or for a vice-president position, tentative offer can be made contingent on Board approval.
10. Payment form must be created. Check with Human Resources to determine correct form and party responsible to create form.
11. Make appointment with Jo Sherman in Human Resources for employee to go through the new employee orientation process.
12. Have hired employee complete the Personal Data Sheet, which can be accessed by clicking here or by going to the web site and then Faculty & Staff, Forms Center, Human Resources, Personal Data Sheet. By clicking on Submit the form will automatically be sent to the Office of Human Resources for processing.

New Regular (non-temporary) Positions

When wishing to hire an employee for a new regular administrative, faculty, or staff position, the following steps must be followed:

1. Contact Julie Knoblich in Human Resources to see if a Compease Salary Administration interview must be conducted.
2. If a Compease Salary Administration interview was not conducted, contact Julie Knoblich in Human Resources to obtain annual salary or hourly rate for position.
3. Create new job description. Template located on the T: Drive, HRJob Descriptions, Template folder. Send new job description to Julie Knoblich in Human Resources for approval.
4. Submit the Personnel Requisition and Authorization Form to obtain chain-of-command approval to fill the position by clicking here . Note: A new vice-president position must have prior Board approval. For more information on the Personnel Requisition and Authorization Form, click here .
5. Contact Kathy Desemo in Human Resources to coordinate creation of job advertisement and contents of application packet.
6. Screening committee responsibilities--for more information on screening committee responsibilities, click on Screening Committee Instructions in left navigation pane.
7. Submit the Personnel Action Form to obtain chain-of-command approval of recommended candidate by clicking here . For more information on the Personnel Action Form, click here .
8. If approved by President, submit Blue Team Form for selected candidate by clicking here . Note: If candidate is new to the College, or for a vice-president position, tentative offer can be made contingent on Board approval.
9. Payment form must be created. Check with Human Resources to determine correct form and party responsible to create form.
10. Make appointment with Jo Sherman in Human Resources for employee to go through the new employee orientation process.
11. Have hired employee complete the Personal Data Sheet, which can be accessed by clicking here or by going to the web site and then Faculty & Staff, Forms Center, Human Resources, Personal Data Sheet. By

clicking on Submit the form will automatically be sent to the Office of Human Resources for processing.

Last Modified 9/13/11