# Full-Time Talent Acquisition Process

Clackamas is committed to employing and promoting those persons whose education, experience, knowledge, skills, and abilities best match the requirements of the position.

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| Job Description  | Complete | Helpful Tools |
| **New Position:** Hiring Managermust complete the classification process via the Dean of Human Resources to develop a new job description.**Current Position:** Hiring manager should review the job description. If changes are needed, it should be sent to the Dean of Human Resources for review and reclassification, if needed. | [ ] [ ]  | The [classification guidelines](http://www.clackamas.edu/Internal/HR/Procedures/) can be found on the HR website. All job postings will be created using the job descriptions, As the full-time faculty job description is standard, a unique job posting will need be created by the hiring manager.Current [job descriptions](http://www.clackamas.edu/jobs/descriptions/) can found on the HR website. |
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| Position Approval | Complete | Helpful Tools |
| **New positions in adopted budget:** New positions included in the budget adopted by the Board in June do not require a POR. **Existing position that has become vacant:**  If this is a current position that has been vacated or a new position in the prior year’s budget that has never been filled, complete the Position Opening Request (POR)\* process. | [ ] [ ]  | The [POR process and form](http://www.clackamas.edu/Internal/BusinessOffice/Reports/) can be found on the Business Office website.After the POR process is complete the Dean of Human Resources will notify Presidents’ Council that the position will be posted.\*Note: The POR Process is currently under review. |
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| NEOGOV | Complete | Helpful Tools |
| **Requisition:** Hiring Manager completes a requisition in [NeoGov-Online Hiring Center (OHC).](https://login.neogov.com/?siteCode=IN) | [ ]  | Be prepared to provide the following information:* General Ledger Account number where the position's wages will be charged
* Required documents (e.g., transcripts, supplemental questions) to be submitted with the application.
* Details for posting, e.g., length of time for internal/external posting, sites/locations/organizations. (This is a good time to think about diverse advertising sources).
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| **Job Posting** | **Complete** | **Helpful Tools** |
| **Full-time classified and full-time faculty positions:** HR posts the position internally for eight days prior to posting externally. **All other positions:** HR posts internally concurrent with external posting.**Advertising:** HR will advertise with the standard recruitment sites and any additional sites requested in the requisition. | [ ]  | Standard advertising sites include the following: * FYI Today
* CCC Associations
* State Employment Department
* Indeed.com
* Us.Jobs
* Craigslist
* Higher Education Resource Commission (HERC)

All other advertising will be at the cost of the department. |

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| **Planning** | **Complete** | **Helpful Tools** |
| Hiring Manager should begin planning the interview activities, including:* Form a search committee and notify HR of committee member’s names.
* Develop interview questions and send to HR for review.
* Developing application and interview scoring rubrics.
* Plan and schedule committee meeting and interview dates (This should include additional interviews and skills assessments).
* Plan and reserve interview/assessment dates and rooms.
* Ensure search committee members complete required [trainings.](#Training)
* Review [SAFE Colleges](http://clackamas.or.safecolleges.com/login) training “Conducting Job Interviews”.
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Any person participating in the talent acquisition process is considered to be a part of the search committee.The committee should include a diverse group representative of those who will work with this position on a regular basis or who understand the performance results. The group may include internal and/or external partners. When necessary, request permission from supervisors prior to asking an employee to participate in the talent acquisition process.Develop interview questions using the job description and the core competencies. Questions should relate to the functions of the job and the required knowledge, skills, and abilities. For help with scoring and/or rubrics contact your HR recruiter.The full list of competencies can be found in myClackamas > Supervisor Information. |

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| **Training** | **Complete** | **Helpful Tools** |
| Human Resources will send an email to the committee members which will include:* “Talent Acquisition Guidelines”
* “Talent Acquisition Confidentiality Agreement”
* Job description for the position being recruited
* Instructions for using Neogov
* SAFE College training information

All committee members need to complete mandatory trainings\* in SAFE Colleges. | [ ]  | \*The required SAFE Colleges trainings include:* Sensitivity Training
* Diversity Awareness

These trainings are to be completed once per year.Committee members will be required to sign a confidentiality agreement and return it to HR. |

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| **Review of Applications** | **Complete** | **Helpful Tools** |
| **Initial Review:** Hiring Manager completes an initial review of the applications before they are sent to the selected search committee for review and scoring.**Preference:** HR will review candidates for internal candidates and those with veterans’ preference and provide ranking to hiring manager. | [ ] [ ]  | The initial review by the hiring manager is completed in Neogov on a qualifying/non-qualifying basis to ensure applicants meet the minimum qualifications of the job.Qualifying internal candidates and qualifying veterans are required to receive an invitation to interview. |

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| **Search Committee Review** | **Complete** | **Helpful Tools** |
| **Scoring:** Each person on the committee should score the applications using the rubric created during the [planning](#Planning) stage.**List:** Using the scores in NEOGOV, HR will send a ranked list of candidates. | [ ] [ ]  | Final scores should be entered in NEOGOV by each committee member. |

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| **Search Process** | **Complete** | **Helpful Tools** |
| **Candidates:** The hiring manager and/or the search committee decide how many candidates to interview from the list.**Interviews:** The hiring manager decides how many rounds of interviews they would like to complete. This includes whether or not they would like to conduct phone interviews and other assessments.**Scheduling:** Human Resources will schedule the interviews online through Neogov after being provided with a list of interview dates, times, and location. | [ ] [ ] [ ]  | After determining the number of candidates to interview, select candidates based on their scores. For example, if interviewing 10 people, the top 10\* from the list must be chosen.* \*Exceptions may be made for internal candidates and those with veterans’ preference

Some divisions require the final candidate(s) to meet with the dean, vice-president, and/or the president as a final interview. Please confirm as it appropriate.All full-time faculty recruitments require the final candidate(s) meet with the VP of Instruction and Student Services.Some positions require background checks (Examples: credit, criminal, psychological testing).Each interview step requires a scoring mechanism and completed scores. |

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| Selection | Complete | Helpful Tools |
| **Reference Checks:** The hiring manager completes at least three (3) reference checks prior to making an offer.**Selection:** The hiring manager determines a final candidate based on the recommendation of the search committee and the feedback received from all other search related steps in the talent acquisition process.  | [ ] [ ]  | Reference check documents are available on the [HR webpage](http://www.clackamas.edu/Internal/HR/Procedures/).Clarifying questions, not noted on the reference check documents, which are directly related to the candidates employment history may be asked during reference checking.Notify the applicant prior to beginning the reference checking process.All completed reference checks should be documented and returned to Human Resources.If background checks are required for the position, coordinate with Human Resources. |

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| **Placement** | **Complete** | **Helpful Tools** |
| **Salary Placement:** The hiring manager should coordinate with HR for salary placement of top candidate.**Offer Letter:** HR will prepare the offer letter and send to hiring manager for distribution.**Making the offer:** The hiring manager offers the position to candidate and sends a signed copy of the offer letter to the candidate.**Next Steps:** The hiring manager notifies HR of acceptance, start date, and any special hiring considerations. | [ ] [ ] [ ] [ ]  | A signed copy of the offer letter should be sent to Human Resources.Please allow Human Resources 1-2 days for the salary placement and offer letter. |

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| **Closing the Recruitment** | **Complete** | **Helpful Tools** |
| The hiring manager should complete the following:* Contact applicants who were interviewed and not selected and all internal candidates before announcing the hired candidate.
* Send recruitment materials to Human Resources.
* Begin onboarding process.
* Review and sign the job description with new hire and return to HR.
 | [ ] [ ] [ ] [ ]  | Human Resources will contact all applicants that did not receive an interview via email.Contact Human Resources for the onboarding checklist.The onboarding checklist can be found in myClackamas > Supervisor Information. |