G.C.C.
Human Resources (HR)
Recruitment Process Flow Chart

(in accordance with GCA, Title 4 & 17, Academic and Classified Personnel Rules & Regulations, and Budget Laws)

Division Head identifies personnel needs and consults with HR
HR obtains approval from VP and President to proceed with recruitment process

HR determines position classification
HR works with Division Head on Funding Source
(i.e., Budgeted Vacancies, Program Agreements, Continuing Education)

Permanent Positions
Merit System Process
(estimated time: 1 month minimum - 2 months average)

HR prepares an official Job Announcements
Official Job Announcements requires President's approval

HR receives and evaluates applications
HR notifies applicants of rating
HR certifies list of eligibles
HR notifies Division Head to proceed with interivews

Division Head appoints Interview Committee and Chairperson
Chairperson works with HR on interview process
EEO Representative reviews all interview questions

HR contacts applicants for interviews
HR prepares interview packet for Interview Committee
EEO Representative must be present in all interviews
Interview Committee and Chairperson conducts the interviews

Chairperson prepares Interview Committee's recommendation
Recommendation must be approved by Division Head and VP

HR conducts background and reference check on recommendation
HR forwards completed recruitment and interview packet to the President

President Reviews

President's Approval to hire

HR proceeds with Employment Offer
HR notifies Division Head & VP

Division informs Interview Committee
HR notifies interviewees who were not selected

President's Disapproval to hire

President reviews options
President may consult with HR or Division Head and VP

Division informs Interview Committee
HR notifies interviewees who were not selected

Non-Permanent Positions
Limited Term Appointments
Faculty Adjuncts
(estimated time line: 1 day minimum - 1 week average)

HR prepares an official or unofficial Job Announcement
Unfficial Job Announcements (e-mails and referrals) are used for short term, temporary programs, and Adjuncts assignments

HR evaluates applications
HR notifies applicant of rating
HR certifies eligibles
HR notifies Division Head or Department Chairs to proceed with interivews

Interview Committees may be used, but are not required
Department Chairs conducts interview for Faculty Adjuncts
Program Specialist conducts the interview for their Program Staff
Dean conducts the interview for full-time Faculty and Program Specialist

Recommendations to hire are submitted to respective Division Head and VP
HR conducts background and reference checks on full-time positions.

AVP approval required to hire Faculty Adjunct
President's approval for Faculty Adjunct, if over 120 contact hours

President Reviews
(except Adjunct <120 hrs.)

President's Approval to hire

HR proceeds with Employment Offer or Adjunct Contract
HR notifies Division Head and VP

President's Disapproval to hire

President reviews options
President may consult with HR or Division Head and VP