

# Hiring

## How do I get someone Hired around here?

Getting started is easy. Here are the general steps to follow when recruiting for and hiring a UCC Employee.

## Recruitment

Obtain documents from

<http://www.umpqua.edu/employee-forms>

Fill out vacancy form , obtain necessary signatures and return to Human Resources.

Please email updated job description and advertising request to [Human Resources](#).

### Full-Time

1. [Vacancy Justification Form](#)
2. [Updated Job Description](#)
3. [Advertising Request](#) (not required)

### Part-Time

1. [Vacancy Request Form](#)
2. [Updated Job Description](#)
3. [Advertising Request](#) (not required)

**Applications are considered legal documents. Please do not remove them with out prior HR approval.  
When individually screening applicants please keep all information confidential.**

#### Full-Time Hiring Checklist

##### Pre-Recruitment

Obtain vacancy justification request form and current job description. Update job description if newly created position please write new Job Description and submit to HR Director for review and Salary placement then fill out vacancy justification form. Please fill out estimated planning dates. This gives HR an idea when you will be reviewing applications and by what date you would like to hire a candidate. Obtain necessary signatures and return to human resources.

##### Internal Recruiting

Only full time classified positions are advertised internally first. After the 5<sup>th</sup> day of internal posting you are able to review applications in the human resource office.

The Screening committee prepares interview questions. Then the committee screens internal applicants. If there have been enough internal applicants then the committee contacts applicants to be interviewed. Separate these applications from those of people who will not be interviewed. Human resources will notify applicants not being interviewed.

##### External Recruiting

If internal candidates are not selected or the position was not advertised internally, fill out an advertising request form or HR will to begin external recruitment. Please return to human resources. After the external application deadline or first review date, HR will do a preliminary determination if applicants meet minimal qualifications then the committee members will review applications. Contact applicants to be interviewed. Separate these applications from those of people who will not be interviewed. Human resources will notify applications not being interviewed. The top 3 candidates are then taken to the appropriate VP with the strengths and weaknesses' page for review. Information is then submitted to the president for approval.

##### Selection

Selection is then made. Notify candidate they have been selected for hire. (Pending board approval for faculty and admin positions) Inform HR of selected candidate once they have accepted. For those candidates interviewed but not hired the hiring supervisor is to call & let them know the status of the position, letters will be mailed to candidates that applied but were not interviewed.

Travel reimbursement is available on Full-Time interviews Please contact HR for current rates. Phone interviews are suggested when 5 or more candidates are selected for interviews

#### Part-Time Hiring Checklist

**Note: Classified PT employees are limited to 19 hours total per week.**

##### Pre-Recruitment

Obtain vacancy request form and current job description. Update job description, fill out vacancy request form. Please fill out estimated planning dates. This gives HR an idea when you will be reviewing applications and by what date you would like to hire a candidate. It is the screening committees responsibility to check on the status of recruitment and pick up applications for the committees review. You are able to call or email HR periodically for updates on the status of applications. To begin recruitment obtain necessary signatures and return the forms to human resources.

##### External Recruiting

If it is necessary to advertise for this position, fill out an advertising request form to begin external recruitment. Please return to Human resources, or please inform HR to prepare an advertising request.

After the external application deadline or first review date, the hiring committee members will screen applications.

Contact applicants to be interviewed. Separate these applications from those of people who will not be interviewed. Human resources will notify applications not being interviewed.

##### Selection

Notify candidate they have been selected for hire. Inform HR of selected candidate once they have accepted. For those candidates interviewed but not hired the hiring supervisor is to call & let them know the status of the position, letters will be mailed to candidates that applied but were not interviewed.

## After You have Hired

Obtain documents from

<http://www.umpqua.edu/employee-forms>

### NEW HIRE CHECKLIST

#### New Employee Hand Out

### Full-Time

Payroll Authorization Form (PAF) w/signatures

[I-9](#)

[W-4](#)

[Application](#) (with transcripts if applicable)

Contract (if applicable)

[OEBB Insurance packet](#)

[Staff Tuition Waiver Request](#) (if applicable)

[Update Staff Directory](#)

### Part-Time

Payroll Authorization Form (PAF) w/signatures

[I-9](#)

[W-4](#)

[Application](#) (with transcripts if applicable)

Contract (if applicable)

[Staff Tuition Waiver Request](#) (if applicable)

[Update Staff Directory](#)