SOUTHERN CRESCENT TECHNICAL COLLEGE
RECRUITING AND SELECTION PROCESS

Step 1
GETTING STARTED
Hiring Manager

- Reviews job announcement for vacant position
- Updates preferred job requirements
- Completes "Request to Recruit" Form to fill existing vacancy, new position and/or part-time/adjunct position
- Obtains signatures on "Request to Recruit" Form
- Submits updated job announcement and signed "Request To "Recruit Form" to Human Resources

Step 2
POSTING/SCREENING
Human Resources

- Posts job announcement on SCTC, TCSG, DOL, and/or other websites for two weeks
- Screens applicant qualifications to determine if job requirements are met
- Prepares Candidate Interview Schedule/Selection Document for manager
- Provides Interview Questions to Hiring Manager (DropBox)

Step 3
INTERVIEWING
Hiring Manager

- Establishes interview panel for requested position.
- Obtains approval of interview panel from Human Resources Director. Panel must contain no less than 3 persons
- Schedules applicant interviews
- Interviews all recommended applicants
- Returns completed interview packet to Human Resources
- Notifies Human Resources to hire applicant, repost position and/or place position on hold

Step 4
OBTAINING SALARY
Human Resources

- Discuss applicant credentials with Hiring Manager
- Conducts applicant reference verification
- Discuss salary offer with Hiring Manager
- Approves salary offer with, HR Director, VPAA and President
- Makes job offer to applicant contingent upon completion of all successful background screenings

Step 5
MAKING THE OFFER
Hiring Manager

- Negotiates applicant start date
- Provides applicant start date to Human Resources

Step 6
HIRING APPLICANT
Human Resources

- Verifies applicant background screenings
- Obtains signatures on "Personnel Action Request" (PAR) form and/or Agreement
- Enrlls applicant in New Employee Orientation