

Hiring Procedure for FT and PT Staff

Fill current position

1. Dean's Council Member or his/her Representative reviews and updates Job Description and sends an electronic copy of Job Description form to HR.
2. Hiring manager/supervisor fills out Recruitment Authorization form and obtains necessary signatures as indicated on form. Delivers completed form with a printed Job Description to HR.
3. Hiring manager/supervisor creates advertisement announcement, sends the announcement electronically to HR, and indicates where they would like the position to be advertised (i.e. local papers only, statewide papers, specific large papers, etc). Advertisements will be charged to the hiring department. Positions will be advertised automatically on the DCB website and Job Service website. All resumes and applications will be collected by HR.
4. Hiring manager/supervisor selects interview committee. The selection committee should be comprised of faculty and staff who will work directly with the new employee and should consist of no more than six members including the chairperson.
5. HR will provide resumes/applications to chair of hiring committee.
6. Hiring Committee must complete an Applicant Screening for all applications received. The criteria and points values are selected by the chairperson and/or the selection committee. Veteran's preference is scored only if the applicant is claiming veteran's preference and provides a copy of their DD-214. Applicants are scored and selected for interviews. Interviews are set up by Hiring Committee Chairperson.
7. A list of interview questions is prepared by Hiring Committee Chair. It is recommended the questions are reviewed by HR to verify questions can be legally asked in an interview.
8. Interviews are conducted and each committee member must complete an Interview Report for each interviewee.
9. Interview Committee selects the best candidate. Hiring Committee Chair completes Recommendation for Appointment form including required signatures as indicated on form.
10. The Hiring Committee Chair extends an offer to the selected candidate. Once accepted, the Recommendation for Appointment form and completed Criminal Background Check form are forwarded to HR.
11. The Payroll Specialist will process the Criminal Background Check form.
 - Background check entered on website
 - Print confirmation page
 - Staple confirmation to background check form
 - Completed background check printed

- Email hiring manager/supervisor, CC Payroll Specialist regarding completed background check
- 12. Hiring manager/supervisor creates and sends decline letters to non-selected interviews.
- 13. Payroll specialist will create a Person of Interest (POI) in PeopleSoft to obtain Emplid for new hire.
- 14. Payroll specialist will email POI, hiring manager/supervisor, and IT Supervisor with Emplid and Claim Your Account document.
- 15. POI must complete steps in the Claim Your Account document to receive their User ID for NDUS and setup their Email account.
- 16. IT Manager verifies the POI's email is setup and sends a confirmation email to POI and hiring manager/supervisor.
- 17. Hiring supervisor/manager notifies IT Manager regarding Email groups, etc to which POI needs to be added.
- 18. Hiring supervisor/manager works with Campus Dean to complete the Contract Request Form. The Campus Dean will forward the Contract Request Form to Payroll Specialist for processing.
- 19. The Payroll Specialist will process the Contract Request Form giving one copy to the Campus Dean for signature and mailing. The Campus Dean's office will give a copy of the signed contract to the Payroll Specialist when signed by the Campus Dean and new hire (where applicable).
- 20. The hiring manager/supervisor should follow the Supervisor Checklist and New Employee Checklist to complete the hiring process.
- 21. The hiring manager will provide copies of the selected candidate's application packet (application, resume, transcripts, etc.) to HR.

Fill new position

- 1. Hiring manager/supervisor creates Job Description and Request for New Position. Attaches a hard copy of completed Job Description form to Recruitment Authorization form and sends electronic copy of Job Description form and printed forms to HR.
- 2. Hiring manager/supervisor fills out Recruitment Authorization form, obtains necessary signatures as indicated on form and delivers completed form to HR.
- 3. Hiring manager/supervisor creates advertisement announcement, sends the announcement electronically to HR, and indicates where they would like the position to be advertised (i.e. local papers only, statewide papers, specific large papers, etc). Positions will be advertised automatically on the DCB website and Job Service website. All resumes and applications will be collected by HR.
- 4. Hiring manager/supervisor selects interview committee.
- 5. HR will provide resumes/applications to chair of hiring committee.

- 6. Hiring Committee must complete an Applicant Screening for all applications received. Applicants are scored and selected for interviews. Interviews are set up by Hiring Committee Chairperson.
- 7. A list of interview questions is prepared by Hiring Committee Chair. It is recommended the questions are reviewed by HR to verify questions can be legally asked in an interview.
- 8. Interviews are conducted and each committee member must complete an Interview Report for each interviewee.
- 9. Interview Committee selects the best candidate. Hiring Committee Chair completes Recommendation for Appointment form including required signatures as indicated on form.
- 10. The Hiring Committee Chair extends an offer to the selected candidate. Once accepted, the Recommendation for Appointment form and completed Criminal Background Check form are forwarded to HR.
- 11. The Payroll Specialist will process the Criminal Background Check form.
 - Background check entered on website
 - Print confirmation page
 - Staple confirmation to background check form
 - Completed background check printed
 - Email hiring manager/supervisor, CC Payroll Specialist regarding completed background check
- 12. Hiring manager/supervisor creates and sends decline letters to non-selected interviewees.
- 13. Payroll specialist will create a Person of Interest (POI) in PeopleSoft to obtain Emplid for new hire.
- 14. Payroll specialist will email POI, hiring manager/supervisor, and IT Supervisor with Emplid and Claim Your Account document.
- 15. POI must complete steps in the Claim Your Account document to receive their User ID for NDUS and setup their Email account.
- 16. IT Manager verifies the POI's email is setup and sends a confirmation email to POI and hiring manager/supervisor.
- 17. Hiring supervisor/manager notifies IT Manager regarding Email groups, etc to which POI needs to be added.
- 18. Hiring supervisor/manager works with Campus Dean to complete the Contract Request Form. The Campus Dean will forward the Contract Request Form to Payroll Specialist for processing.
- 19. The Payroll Specialist will process the Contract Request Form giving one copy to the Campus Dean for signature and mailing. The Campus Dean's office will give a copy of the signed contract to the Payroll Specialist when signed by the Campus Dean and new hire (where applicable).

- 20. The hiring manager/supervisor should follow the Supervisor Checklist and New Employee Checklist to complete the hiring process.
- 21. The hiring manager will provide copies of the selected candidate's application packet (application, resume, transcripts, etc.) to HR in the Business office.

AD Examples

DCB website Ad

CUSTODIAN – Part-time, 12 month position

DAKOTA COLLEGE AT BOTTINEAU

DESCRIPTION: Performing custodial work required for the routine cleaning and upkeep of campus buildings. Included moving furniture and equipment, collecting and baling waste paper and performing other related custodial duties such as scrubbing, mopping and sweeping floors; cleaning, renovating and renewing floor surface finishes; cleaning windows, walls, woodwork and washrooms; cleaning and dusting furnishings; shoveling snow.

MINIMUM QUALIFICATIONS: Elementary knowledge of the materials, equipment and methods used in the cleaning and upkeep of buildings, ability to perform cleaning work; knowledge, skill and mental development equivalent to the completion of high school; ability to follow written and verbal instructions and to work independently after instructions; ability to perform physical labor necessary to perform the duties of the position; and enthusiasm and willingness to perform all facets of custodial services as described above.

QUALIFICATIONS PREFERRED: One-year custodial experience.

HOURS: Flexible schedule of up to 40 hours per week

COMPENSATION: Salary commensurate on experience.

APPLICATION PROCEDURE: Please include a DCB application, a resume, and the names and telephone numbers of three professional references. Employment will require passing a criminal history background investigation. Submit the application form to:

Human Resources
Dakota College Custodian Search committee
105 Simrall Boulevard
Bottineau, ND 58318-1198
Email: dcb.humanresources@dakotacollege.edu

CLOSING DATE: November 8th or until suitable candidate is found

Dakota College at Bottineau is an Equal Opportunity Employer. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability.

Newspaper ads

CUSTODIAN – Part-time(up to 40 hours/week), 12 month position

Duties include performing custodial work required for routine cleaning, upkeep of campus buildings - including moving furniture, equipment, collecting and baling waste paper, scrubbing, mopping, sweeping floors, renovating and renewing floor surface finishes, cleaning windows, walls, woodwork and washrooms, cleaning and dusting furnishings, shoveling snow.

Salary commensurate on experience.

Go to <http://www.dakotacollege.edu/employment.php> for full job description and application procedures. Employment will require passing a criminal history background investigation.

Dakota College at Bottineau is an Equal Opportunity Employer.