

HOSTOS COMMUNITY COLLEGE
RECRUITMENT PROCESSES AND RESPONSIBLE ROLES - For Full Time Positions Requiring Searches

Required Tasks	Responsible Roles for the Tasks									
	Dept Mgr/Svsr	Dept Chair	HR Offcr/Recruit	Div Head	Budget	President	Legal Desig	AAO	Search Comm	Central Off
1. The HR Officer/Recruiter must be contacted for a new or replacement position request.	x									
2. A job description indicating the responsibilities for the position and the department organization charts (current & proposed) must be submitted to the HR Officer/Recruiter.	x									
3. Upon completion of the job classification, a job title and corresponding job code will be provided to the Dept Manager.			x							
4. A position request must be created using this job code and title - refer to the MSS Guidelines for creating a position request.	x									
5. Approvals are required for the position request in CUNYfirst.			x	x	x					
6. President's approval must be obtained on the Recruitment Exemption Form due to the Hiring Pause.			x			x				
7. The conforming job posting will be sent electronically to the Dept Manager for approval and release as a job posting.			x							
8. An e-mail approval of the conforming job description must be sent to the HR Officer/Recruiter.	x									
9. Upon receiving approval of the conforming job description, a recruitment plan form will be sent to the Dept Mgr for completion.	x		x							
The recruitment plan includes the desired job opening and closing dates, how the search will be conducted, a listing of the search committee members and additional advertising sources.										
10. Information indicated on the recruitment plan will be entered into CUNYFirst and the job opening (formerly known as the PVN) will be submitted through the approval workflow.			x							
11. Approvals are required for the job opening in CUNYfirst.		x	x					x		x
12. If approved by all required parties, the job opening will be posted on the CUNY website.										x
13. The job opening will also be posted on the Hostos website.			x							
14. When the job opening is closed, the Applicant Log will be sent to			x							

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the AAO for certification of the applicant pool.										
15. The Recruitment Analysis Report, which indicates the gender and ethnicity information of the applicant pool, will be obtained from CUNYFirst.								x		
16. AAO will meet and charge the Search Committee to begin the candidate selection processes.								x		
17. Applications/resumes will be sent to the Search Committee Chair.			x							
18. Acknowledgement letters will be sent to all applicants			x							
19. Resumes will be reviewed and candidates will be selected for interviews.									x	
20. Interviews will be conducted and the names of finalists will be submitted to the Dept Chair and/or Manager.									x	
21. Finalists will be interviewed and final hiring decision will be made.	x	x								
22. Discuss the candidate selection and salary offer.	x	x		x						
23. Conditional job offer (subject to additional approvals (P&B, ARC, and the Board of Trustees) to be made to the selected candidate.	x									
24. Search results (including gender & ethnicity information) to be sent to the AAO.	x									
25. Using information gathered from the search and the Recruitment Analysis Report, the search results must be approved.								x		
26. For faculty searches paperwork and required documents must be presented to the P & B for review and approvals.		x		x						
27. For HEO appointments, the following processes apply:										
27a. The HEO packet will be completed and submitted to HR for review.	x	x		x						
27b. The HEO packet will be submitted to the ARC Committee.			x							
27c. If approved by the ARC Committee, the HEO packet is delivered to the President's Office for signature.			x							
27d. President's signature is obtained to indicate approval of the							x			

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proposed appointment.										
27e. The HEO appointment request form will be submitted to the classification unit at Central Office.			x							
27f. The appointment request must be returned to the HR Office indicating approval or rejection by Central Office.										x
28. Approved P&B actions and HEO documentation will be submitted to the Office of the Labor Designee for the preparation of Presidential appointment letter.			x							
29. Upon the candidate's acceptance, the signed offer letter (appointment letter) is delivered to the new hire.						x	x			
30. Final appointment/offer letter is signed by the President and delivered to the selected candidate for faculty and HEO appointments (copies of appointment letter, and later on, copies of the accepted offer letter will be sent to HR for processing and filing).						x	x			
31. Notification letters will be sent to applicants who were not selected for the position - search chair: all interviewed HR: non interviewed			x						x	
32. Selected candidate will be contacted to complete new employment paperwork and processes (including I-9).			x							
33. Benefits will be discussed with the new employee.				x - Benefits Mgr						
34. New employee will be entered into CUNYfirst and an automatic e-mail notification will be sent to the Dept PAR initiator(s) and approver.				x - Data Processing						
35. PAR will be completed for the new employee.	x-PAR Initiator									
36. Upon approval of the PAR, an e-mail notification will be sent to the PAR initiator to claim the new employee's e-mail account.	x-PAR Initiator									