

Step by Step Guide on Recruiting Part-time Faculty

1. Part-time Faculty Posting Request form
 - a. Complete and route for approval.
 - b. HR will contact the Applicant Reviewer listed on the form once we've received the form.
2. Development of Posting/Working with HR to create the posting
 - a. HR will email you the template to work off of to create the posting.
3. Position Posted
 - a. The position will be posted for the time period indicated on the recruitment request form.
4. List of Recruitment Participants
 - a. Determine who will be participating on the recruitment and notify HR with that information.
 - b. Participants will need to take HR training and sign off on Confidentiality Agreements.
5. Review Applications
 - a. Once all participants are trained and HR receives all Confidentiality Agreements, HR will release applications.
 - b. HR can provide a sample screening/review matrix if needed.
6. Move Applications to the appropriate workflow state
 - a. HR will provide you with instructions on how to access, review and move applications within the system.
 - b. HR can also assist you with this process.
7. Interviews
 - a. The Applicant Reviewer is responsible for scheduling and conducting interviews.
 - b. HR can provide sample questions if needed.
8. Reference Checks
 - a. Reference checks are highly recommended before making a job offer.
 - b. As a courtesy, the Applicant Reviewer should contact the candidate beforehand for approval to conduct reference checks.
 - c. HR can provide sample questions if needed.
9. Part-time Faculty Interview Report and Job Offer
 - a. Job offer sample scripts are on our website (<https://www.palomar.edu/hr/recruiting/>).
 - b. Complete the Part-time Faculty Interview Report form, route for approvals and return to HR.
 - c. The remaining applicants will be notified by HR via email that the position has been filled once the posting closes.
10. Recruitment Process Complete
 - a. Once HR receives the approved Interview Report form, we will work with the selected candidate on the pre-employment requirements and on-boarding paperwork.
 - b. Your [Assigned HR Specialist By Division](#) will become your HR contact person from this point. They will keep you posted on the status throughout the pre-employment/on-boarding process.