

What is this?

A flowchart big picture overview of the steps and target timelines for the MCCCD Hiring Process.

Who is it for?

Anyone who wants information about MCCCD's Hiring Process, but especially the Hiring Team of Hiring Managers, Screeners, Interviewers, and HR.

What should I keep in mind?

That HR at the colleges and in Strategic Staffing at the District Office share responsibility for the hiring process. Some colleges handle the entire process and some colleges partner with Strategic Staffing. Steps and timelines are dependent on a collaborative relationship between the Hiring Manager and the HR representatives responsible for supporting the hiring process.

What if I'd like more detailed information?

Checkout the additional resources on the [Hiring Process website](#).

What should I keep in mind when reviewing the flowchart?

A two to three month hiring timeline is possible, but that timeline depends on a few things such as good planning, availability of key players, and a quality applicant pool.

The length of time needed to complete steps in the process depends on a variety of people, including the Hiring Manager, HR, College/site leadership, or the applicant, etc. Hiring Team members understanding their responsibilities and following the Search Plan timelines will help the process stay on track.

The flowchart is a best practice picture of timelines and responsible parties.

The Search Plan is the driving force of the hiring process. It is developed by the Hiring Manager. The quality of the information provided in the Search Plan drives how quickly the Job Requisition can be created and the job posted. The advance planning required in the Search Plan establishes a realistic timeline for a recruitment based on the Hiring Team availability, job posting type, employee group requirements, and interview approach.

Life happens. Members of the Hiring Team may have unexpected situations come up that impact the timeline. Applicants may have circumstances that require flexibility in the process. That's ok. If you are not sure how to handle unexpected circumstances, consult with College HR or Strategic Staffing as to how to proceed.

