The College has always provided unsuccessful applicants with notice that another applicant has been selected for the position for which they applied. For non-interviewed applicants, the Office of Human Resources sends a letter to each informing them of the outcome. For interviewed applicants, the search chair very often wishes to contact each unsuccessful applicant, either verbally or in writing, to express the College’s appreciation for their interest and to indicate a positive impression of some aspect of the applicant’s interview. Where a search chair is not comfortable contacting each unsuccessful applicant, the Office of Human Resources can send a letter thanking the person for their time and effort.

One way or another, no unsuccessful applicant should have to wonder about the outcome of a search, and this office will routinely ask the search chair, as a normal part of the approval process, whether or not the chair or this office should communicate the search outcome to interviewed applicants at the appropriate time.

Please contact this office if you have questions about how to handle a particular situation.

cc: VP LaGatta
    Mr. Ogden
INSTRUCTIONS FOR ADJUNCT INSTRUCTOR HIRING PROCESS

1. The Department Chairperson (DC) either responds to an inquiry from the Office of Human Resources (OHR) about adjunct needs for a coming semester (queries from OHR precede each semester) or informs OHR of such a perceived need (unforeseen needs).

2. The Personnel Technician works with the DC to structure qualifications and advertisement copy as warranted by the specific adjunct need(s).

3. OHR advertises the position(s). Depending on the situation, (a department may be part of a blanket ad or may have a specific search effort) the ad has a firm close date or the phrase “to be considered for employment in X semester, please apply by date Y.” This date will be selected to allow DC’s sufficient time for application review, interview and approval processing prior to start of a given semester. The date allows discrete segments of continuous applicant flow to be analyzed for AA Plan compliance but in no way impedes the DC’s ability to receive applications, interview and submit for approval continuously. If an applicant is of interest but applies after the date, we simply record the application in the next segment of applicant flow.

4. OHR receives applications and sends voluntary questionnaires. OHR maintains applicant logs for distribution to the DC. There is some flexibility in the completion and submission of applicant logs:
   - some DC’s may wish to have OHR send a partial applicant log with each group of applications throughout the recruitment period while other DC’s may wish to receive the full applicant log only after the close date. The DC and Personnel Technician should decide on a preferred strategy. In departments with large numbers of applications for adjunct positions, it is probably better to partially complete the Log as applicants are reviewed and/or approved.

5. DC (and committee) reviews ALL resumes received during the recruitment period and selects applicants for interview. The Applicant Log eventually completed by the DC must reflect disposition of ALL applicants.

6. DC (and committee) interviews. DC records gender and race of interviewees on a visual basis.
7. DC completes Candidate Screening and Interview Report for each applicant to be approved. References are checked and information received is recorded, even though Candidate Screening Report is simply checked as satisfactory.

8. DC forwards completed screening form to the appropriate Dean and Vice President for Academic Affairs signature.

9. OHR implements approval process and informs DC of eventual approval.

10. DC offers employment and informs new hire of need to come to OHR for processing.

11. At the end of the recruitment period for the semester in question, the DC submits to OHR a fully completed Applicant Log reflecting disposition of all applicants received. The DC also submits to OHR the record of gender and racial identification for all interviewed applicants to the best of his/her visual ability.

Contact the Office of Human Resources if you have any questions concerning the process or forms. These instructions along with required forms are available on the College’s website under Human Resources, Forms for Internal Use.