



SELECTION AND APPOINTMENT CHECKLIST

Role/Position Title	Position Number
Working Title	Pay Band (for Classified Positions Only)
Supervisor	Work Telephone
Department/Division	Position Closing Date

	Initials	Date	Additional Documentation Attached (Y/N)
<p>STEP I President's Executive Cabinet (PEC) member approves interview option selected, and approves committee chair and members recommended by the hiring manager.</p>	_____ PEC Member	_____	_____
<p>STEP II Hiring manager and/or committee chair submits interview questions and demonstration of ability evaluation form (if applicable) to the associate vice president of Human Resources for review and approval.</p>	_____ AVP, HR	_____	_____
<p>STEP III Designee selected by the hiring manager or Committee chair recommends top candidates to hiring manager with a copy to the associate vice president of Human Resources.</p>	_____ Designee, Hiring Manager or Comm. Chair	_____	_____
<p>STEP IV Hiring manager recommends candidate(s) to President's Executive Cabinet member.</p>	_____ Hiring manager	_____	_____
<p>STEP V President's Executive Cabinet member approves recommendation of hiring manager and presents recommended candidate, and the completed applicant/recruitment package to the associate vice president of Human Resources for review. For faculty positions, a completed VCCS-10 must be included.</p>	_____ PEC Member	_____	_____
Note: Executive Vice President Approval (if required)			
<p>STEP VI The associate vice president of Human Resources reviews and approves completed applicant/recruitment package. The associate vice president of Human Resources proceeds with starting salary process.</p>	_____ EVP	_____	_____
<p>STEP VII College president approves hiring decision and salary request for all positions.</p>	_____ President	_____	_____
Offer made by _____			
Candidate Accepts or Rejects Offer/Salary	_____ Accepts	_____ Rejects (Explanation required by AVP of Human Resources.)	
New employee's starting date: _____			