

Process Flow: Recruitment and Hiring of Part-Time Faculty

Recruiter reviews Manager recommends Manager moves candidate for hire and applications and Candidate applies for candidate within the forwards qualified submits Initial Rank reauisition durina iob. applicants to Hiring Form in Workday recruitment. Manager. (excluding WDCE). Recruiter initiates offer Recruiter moves process and sends Recruiter initiates Candidate signs offer candidate to Ready for letter and background background check email to candidate and Hire upon completion Hiring Manager to authorization form. (GIS or CJIS). of background check. advise of next steps. Login and link Recruiter completes hire HRSTM contacts new Candidate receives email onboarding sent to tasks: hire to schedule inwith M# and job aid to candidate. Candidate person I-9 verification to claim MyMC account - Adds academic must complete complete section II of upon completion of new appointment, excluding onboarding to move the I-9. hire process. WDCE. forward.

Candidate Actions

Recruiter/HRSTM

Manager Actions

In-person I-9 verification must be completed within 3 (three) business days of the hire date. New hires and rehires won't be able to claim their account or have any system access until this is completed.