Teleworking Recruitment Process

**Initiating Recruitment**

To initiate a recruitment, e-mail the following items the HR Recruitment Coordinator, Liz Hunziker.

1. A completed PBR that specifies:
   - New or replacement position (if replacement, specify former employee)
   - Funding Information: Department number, hiring range if known, and fund code (i.e. grant/college, etc.)
   - Role Code, Working Title, and Supervisor

2. An EWP for the position (classified or wage) that includes:
   - Position number, if known
   - Work location, schedule (hours/days)
   - Job Duties with time defined percentages

3. The Position/Job Description indicating the minimum and preferred requirements.

4. The date for the first review of applications.

5. Any advertising preferences for faculty ranked positions.

**Posting & Accessing Applicants**

1. The HR Recruitment Coordinator will enter the position/job description in Applicant Tracking System (ATS) and monitor funding approval process.

2. Once the new/replacement position is approved, the position will be posted and become live.

3. Applications are viewed in one of two locations:
   - ATS (newer site) by logging into your myGCC account and clicking on the “People Admin” button.
   - RMS (previous site) accessed at [https://virginiajobs.peopleadmin.com/hr/login](https://virginiajobs.peopleadmin.com/hr/login). If you do not know your RMS log-in information, contact Liz Hunziker.
Committee Steps

1. The Committee Chair must submit the following to the Recruitment Coordinator for approval:
   • Committee members
   • List of interview questions

2. The search committee will conduct meetings via Zoom or Skype.

4. The HR Recruitment Coordinator will prepare the applicant matrix and send it to the Committee Chair for distribution to the committee.

5. Upon completion of the initial applicant review, the Committee Chair sends the HR Recruitment Coordinator the committee’s selection list of first round interviewees for HR approval.

6. The interviews for all candidates are conducted via Zoom or Skype.

7. Once the interview dates are determined, the committee chair informs the HR Recruitment Coordinator of the interview dates and which candidates accepted/declined to interview.

8. At the conclusion of interviews, the top candidates submitted, in rank order with description of strengths and weaknesses, to Dr. Gullickson copying the HR Recruitment Coordinator.

9. Once the final candidate is selected the following hiring paperwork must be completed before making an employment offer:
   • Background check
   • PAW (classified)
   • VCCS-10 (faculty/faculty admin.)
   • Reference checks
   • launch onboarding (all)

10. An offer of employment is made once the hiring paperwork is successfully completed and the new employee proceeds with onboarding.

HR CONTACT: Liz Hunziker
Recruitment Coordinator
540-423-9056 ehunziker@germanna.edu