Appointment Process
Part Time Classified
College Assistant

A.   IF YOU **DO** HAVE A CANDIDATE TO FILL THE POSITION

1. Department Chair/Manager prepares the template for the Budget Review Committee (BRC).   (Budget Office will assign the HCM number) Hiring\VACANCY REVIEW BOARD\VRB FORM and TEMPLATE\BRC TEMPLATE BLANK.xlsx

2. Department Chair/Manager submits the completed VRB to the dean/division head for approval. Once approved the dean/division head submits the template to the Provost Office for inclusion on the QC Budget Review Committee meeting agenda. The Budget Office will forward the document to the Central VRB for review and final disposition.

3. Department initiates the ePAF

4. OHR will contact the candidate with direction on completing hiring package and scheduling an appointment for onboarding

5. When the candidate reports for work, the Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

B.   IF YOU **DO NOT** HAVE A CANDIDATE TO FILL THE POSITION

1. Department Chair/Manager prepares the BRC template. Hiring\VACANCY REVIEW BOARD\VRB FORM and TEMPLATE\BRC TEMPLATE BLANK.xlsx (Budget Office will assign the HCM number)

2. Department Chair/Manager submits the completed VRB to the dean/division head for approval. Once approved the dean/division head submits the template to the Provost Office for inclusion on the QC Budget Review Committee meeting agenda. The Budget Office will forward the document to the Central VRB for review and final disposition.

3. If there are no candidates identified, Department will contact OHR Recruiter and QC Career Center for candidate recommendations

4. Offer the candidate the position

5. Department will contact OHR with the candidate's name and contact information (telephone and email)

6. OHR will contact the candidate with direction on completing hiring package and scheduling an appointment for onboarding

7. Department will initiate the ePAF

8. When the candidate reports for work, the Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.