

ADJUNCT FACULTY RECRUITING PROCESS

EVERGREEN REQUISITIONS

The purpose of creating evergreen requisitions is not to tie candidates to a particular position but to create a pool of candidates. Adjunct/CE requisitions will be posted under evergreen requisitions and will be shared with other associate deans across the district.



Note: Associate deans/directors who are the sole hiring manager for a specific discipline can open a req under their JM (Job Management) Org. Evergreen requisitions will be set up by Human Resources and will be re-posted each academic year.

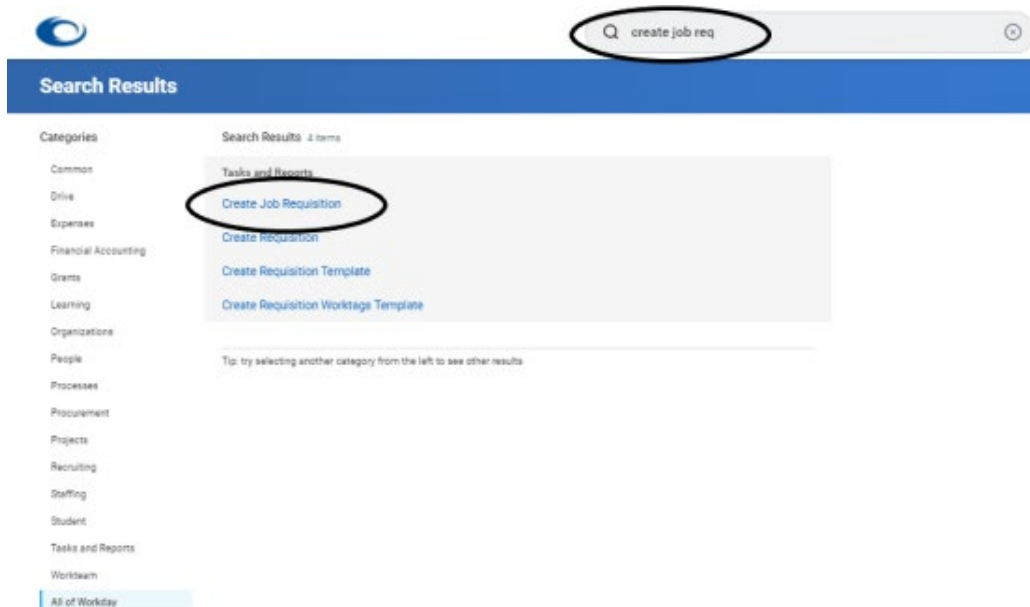
CREATE CAMPUS-SPECIFIC JOB REQUISITIONS



Note: You cannot hire off an evergreen requisition. A campus-specific req will need to be created per discipline.

WORKDAY SEARCH BAR

Search “Create Job Requisition” from the search bar; be sure to select “All of Workday” as your search option.



Recruitment:

Adjunct Faculty Recruiting Process



RECRUITING WORKLET

Select the Recruiting Worklet from your Dashboard. From the “Action Column,” click “Create Job Requisition.”

The screenshot shows the Workday dashboard. On the left, under the 'Applications' section (12 items), the 'Recruiting' icon is circled. On the right, the 'Actions' column contains several buttons, with 'Create Job Requisition' circled. The 'View' column contains 'Job Requisition', 'My Open Job Requisitions', and 'Find Jobs'. Below these columns is a 'Recent' section with two entries: 'R-1179 Adjunct Professor, Speech (Plano Campus) (Open)' and 'R-1183 Adjunct Professor, Communications (Plano Campus) (Open)'.

START

Copy Details from Existing Requisition: Can be used if a previous req was submitted.

Supervisory Organization: Use JM Org.

Worker Type: Employee

The screenshot shows the 'Create Job Requisition' form. The 'Copy Details from Existing Requisition' field is empty. The 'Supervisory Organization' field is set to 'regina hughes'. The 'Worker Type' field is set to 'Employee'. A search results dropdown is open, showing two options: 'Associate Dean Academic Affairs (Regina Hughes)' and 'Associate Dean Academic Affairs-JM (Regina Hughes (Inherited))'. The second option is circled.

RECRUITING DETAILS

Number of openings: This is the anticipated number of hires for the academic year.

Reason: Select “Recruiting: New Position.”

Recruiting Instruction: Type “No Posting Needed.”

Recruiting Start Date: Manager selects.

Target Hire Date: Manager selects.

Target End Date: Leave blank.

JOB DETAILS

Job Posting Title: Adjunct Professor, Discipline (Campus)

Justification: Adjunct hiring pool for <campus name>.

Job Profile: Adjunct Professor/Adjunct Professor A/Adjunct Professor B

Job Descriptions: This auto populates (**do not edit**).

Additional Job Description: If you would like to add/edit the job description, use this section to make comments. Compensation will review upon receipt and follow up with the hiring manager.

Worker Sub-Type: Fixed-Term

Time Type: Part Time

Primary Job Location: Campus location

Posting Location: Same as primary location.

Additional Locations: Leave blank.

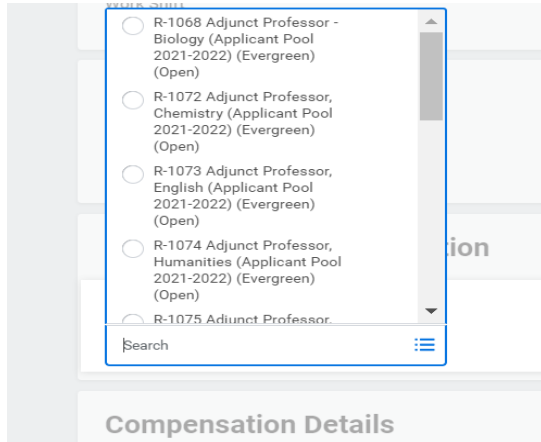
Additional Job Posting Locations: Leave blank.

Scheduled Weekly Hours: 19.5

Contract Details: Leave blank.

LINK TO EVERGREEN REQUISITION

Locate the evergreen adjunct req to link your campus req. Only one evergreen can be linked.



Compensation Details: This auto populates.

Questionnaires: This auto populates.

Assessments: This auto populates.

QUALIFICATIONS: Leave blank.

ORGANIZATION

Company: Collin College

Cost Center: Hiring manager’s org code; type in discipline and choose the applicable campus.

ATTACHMENTS: Leave blank.

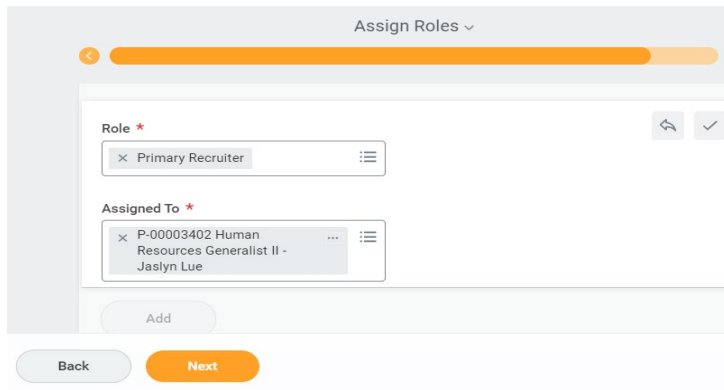
COMPENSATION

Salary: Remove.

ASSIGN ROLES

Role: Identify the primary recruiter.

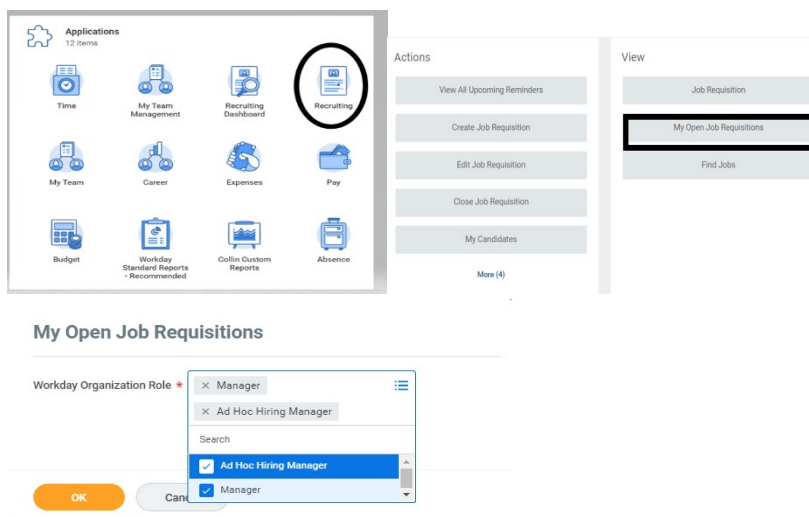
Assigned To: Select your HRC.



LOCATING THE JOB REQUISITION

THE RECRUITING WORKLET

1. Go to your Workday Dashboard and select the Recruiting Worklet.
 - a. From the “View” column, select “My Open Job Requisition.”
 - b. “Workday Organization Role” field should populate with “Manager.” Add “Ad Hoc Manager,” then select “OK.”
 - c. Select your requisition.



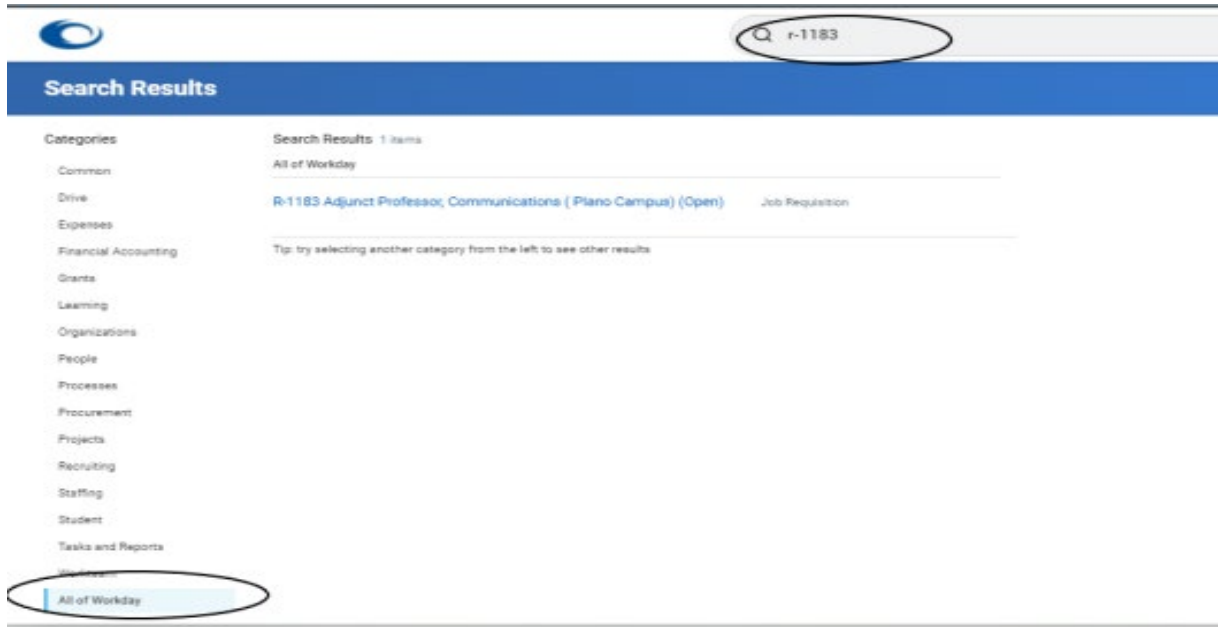
Recruitment:

Adjunct Faculty Recruiting Process

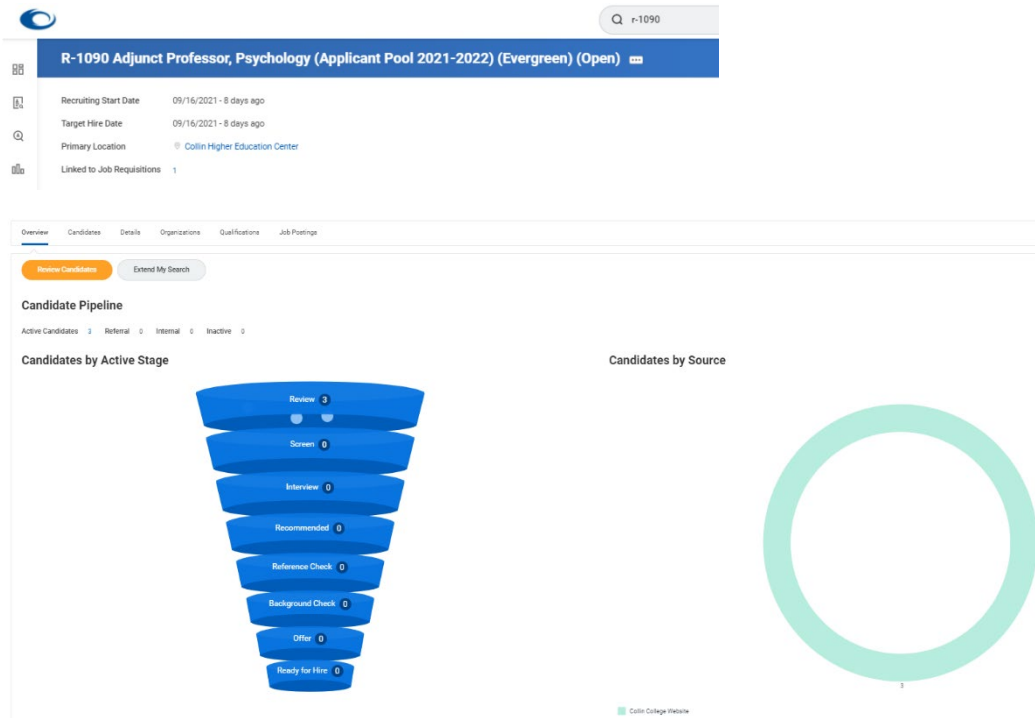


WORKDAY SEARCH BAR

If you know your req number from the general Workday search bar, type in the job requisition number. If no results appear, be sure to select “All of Workday” or “Recruiting” in the sidebar menu as your search categories.



REVIEW OF THE JOB REQUISITION LANDING PAGE



HEADER: This area displays the Recruiting Start Date, Target Hire Date and Primary Location. In addition, the assigned primary recruiter for this requisition and hiring manager for position are shown at left. For evergreens, all requisitions will show the senior vice president of campus operations and CHEC as the primary location.

OVERVIEW: This section is displayed when a requisition is opened and provides the following:

- A. Applicant funnel, a high-level overview of the number of candidates and the number in each stage of the process. The funnel provides an automatic filter; clicking each level displays information on candidates in the respective stages.
- B. A graph showing a breakdown of sources where candidates found the job posting.

CANDIDATES: This section displays candidate information in grid format.

DETAILS: This section provides all requisition details.

JOB POSTING: Here you will find the posting start and end date and the link to the external job posting.

MOVING CANDIDATE THROUGH THE STAGES



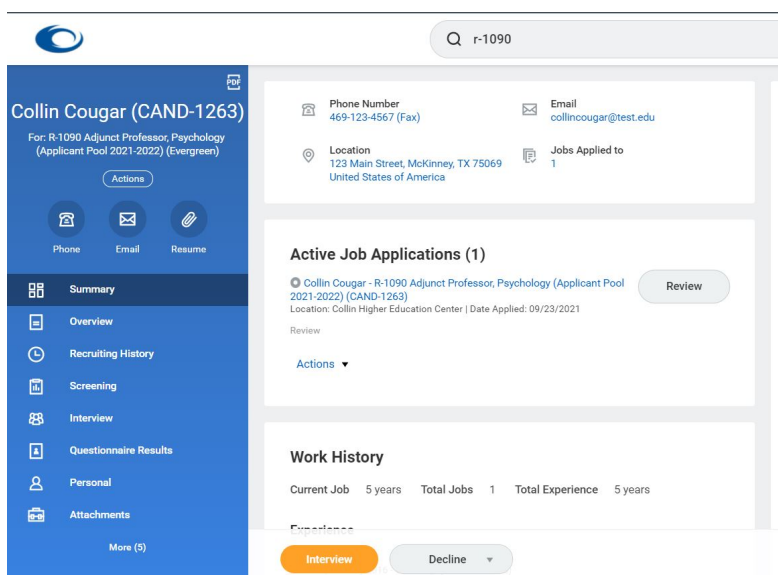
Note: Evergreen requisitions are shared with other associate deans/directors across the district. If you receive an inbox task for a candidate that you are not moving through, it should be ignored. Once the applicable associate dean completes the task, it will no longer be visible.

REVIEW: All applicants will start in the “Review” stage.

The ad hoc manager/manager moves the candidates through the various stages using the “Awaiting Me” actions or inbox task. You will not receive an inbox status for applicants that are in the “Review” status.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied
<input type="checkbox"/>	• Collin Cougar (CAND-1427)	Review	Review	5	4	09/30/2021

The ad hoc manager/manager selects “Review” to view the applicant's profile and to move the candidate to “Interview” status. The ad hoc manager will review qualifications and select “Interview” or “Decline.” Only decline if the candidate does not meet minimum qualifications for the position.



INTERVIEW



Note: Please confirm date and time with the candidate before scheduling the interview.

1. Once moved to interview, the ad hoc/hiring manager will receive an inbox task to schedule the interview.



Inbox
2 items



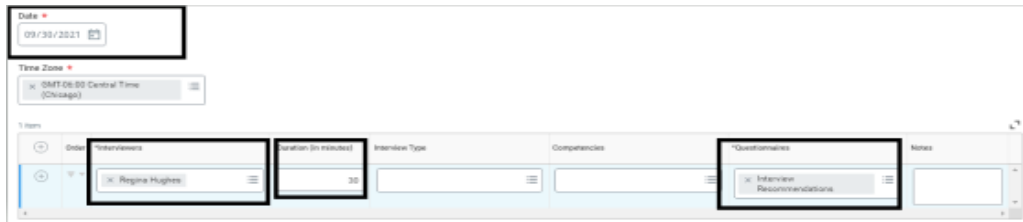
Interview: Collin Cougar - R-1090 Adjunct Professor, Psychology (Applicant Pool 2021-2022) (CA...
11 second(s) ago - Due 09/25/2021

Or, the ad hoc manager can schedule an interview from the candidate grid by pulling up the requisition.

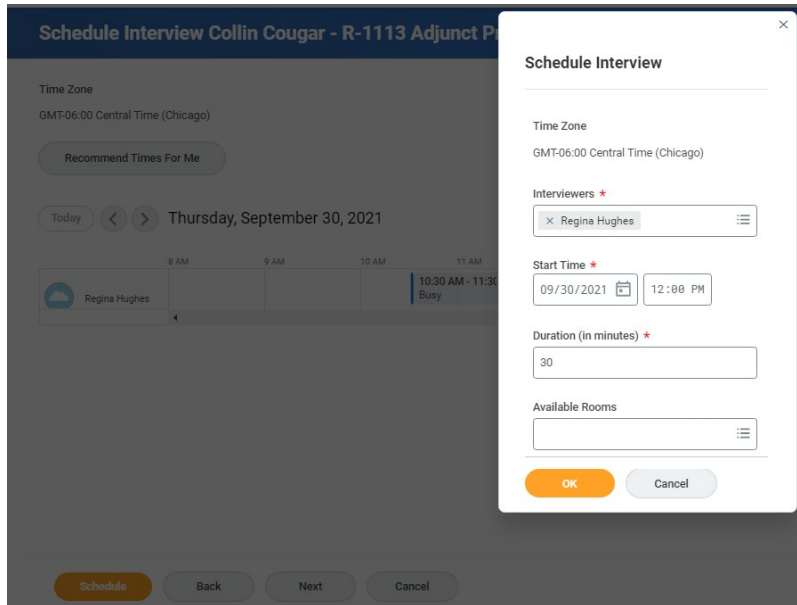
<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied
<input type="checkbox"/>	Collin Cougar (CAND-1427)	Interview	Schedule	4	4	09/30/2021

2. Scheduling the interview

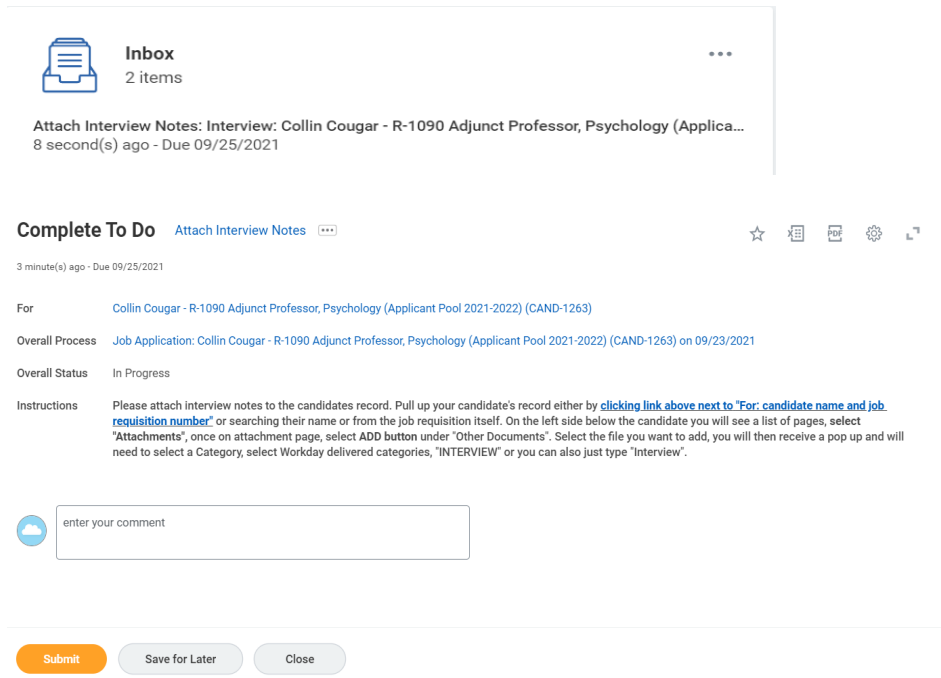
- When ready, click “Schedule.”
- Required fields:
 - **Date:** Date of interview
 - **Interviewers:** The senior vice president of campus operations is shown by default but can be removed. Add in your name as the interviewer.
 - **Duration:** Length of interview
 - **Questionnaire:** Interview recommendation



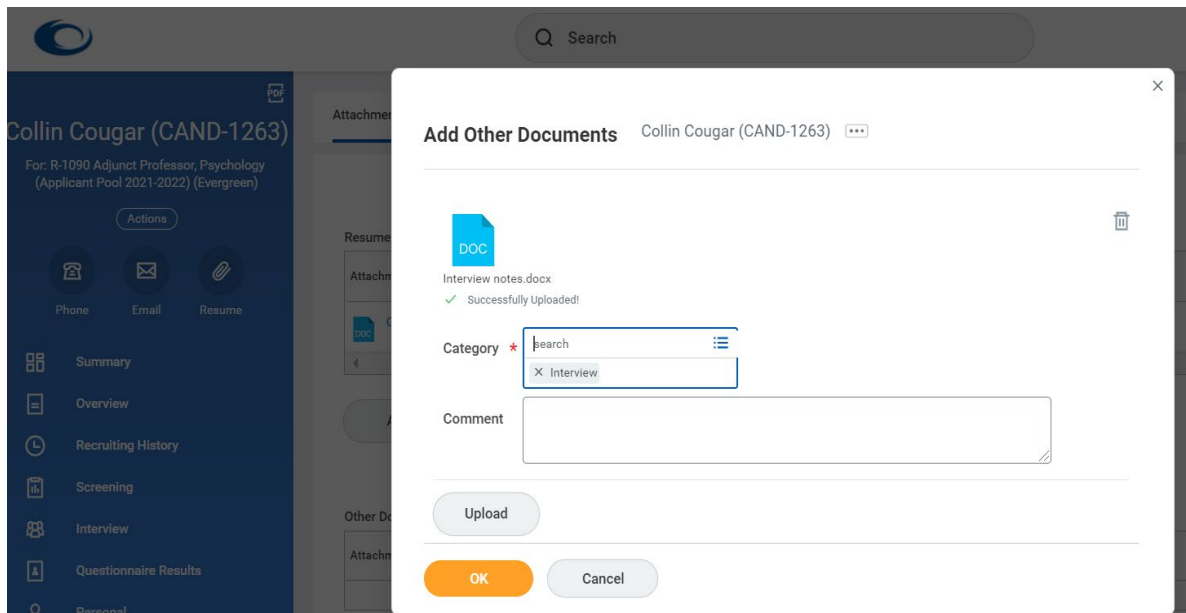
3. Once you click next, the calendar will appear. Select and choose the time of the interview on calendar or click “Schedule,” then click “Next.”



- 4. The hiring manager will receive a to-do task to “Attach Interview Notes.” Please attach interview notes to the candidate's profile.

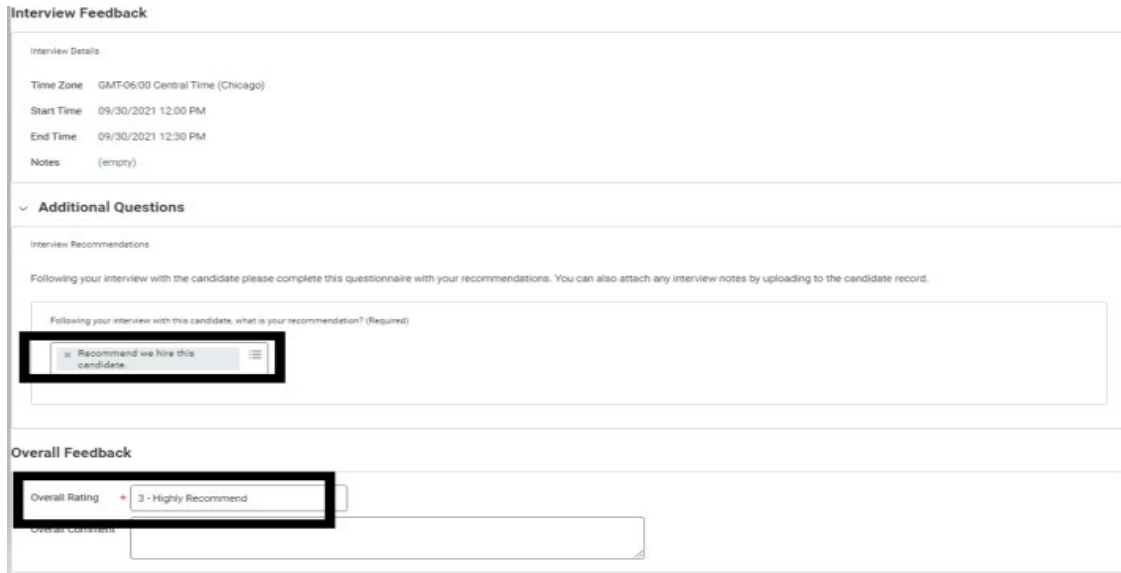


The screenshot shows an email inbox with one item: "Attach Interview Notes: Interview: Collin Cougar - R-1090 Adjunct Professor, Psychology (Applica...". Below the inbox is a "Complete To Do" task titled "Attach Interview Notes". The task details include the candidate name, job application, and overall status. The instructions state: "Please attach interview notes to the candidates record. Pull up your candidate's record either by clicking link above next to 'For: candidate name and job requisition number' or searching their name or from the job requisition itself. On the left side below the candidate you will see a list of pages, select 'Attachments', once on attachment page, select ADD button under 'Other Documents'. Select the file you want to add, you will then receive a pop up and will need to select a Category, select Workday delivered categories, 'INTERVIEW' or you can also just type 'Interview'." At the bottom of the task are buttons for "Submit", "Save for Later", and "Close".



The screenshot shows a pop-up window titled "Add Other Documents" for candidate "Collin Cougar (CAND-1263)". It displays a document icon for "Interview notes.docx" with a "Successfully Uploaded!" message. Below this is a "Category" dropdown menu with "Interview" selected. There is also a "Comment" text area and an "Upload" button. At the bottom of the pop-up are "OK" and "Cancel" buttons.

- 5. Once an interview has been completed, each interviewer will receive a “Give Interview Feedback” task in their Workday inbox. The interviewer will select their rating from the drop-down menu options and select “Submit.”



Interview Feedback

Interview Details

Time Zone GMT-06:00 Central Time (Chicago)

Start Time 09/30/2021 12:00 PM

End Time 09/30/2021 12:30 PM

Notes (empty)

Additional Questions

Interview Recommendations

Following your interview with the candidate please complete this questionnaire with your recommendations. You can also attach any interview notes by uploading to the candidate record.

Following your interview with this candidate, what is your recommendation? (Required)

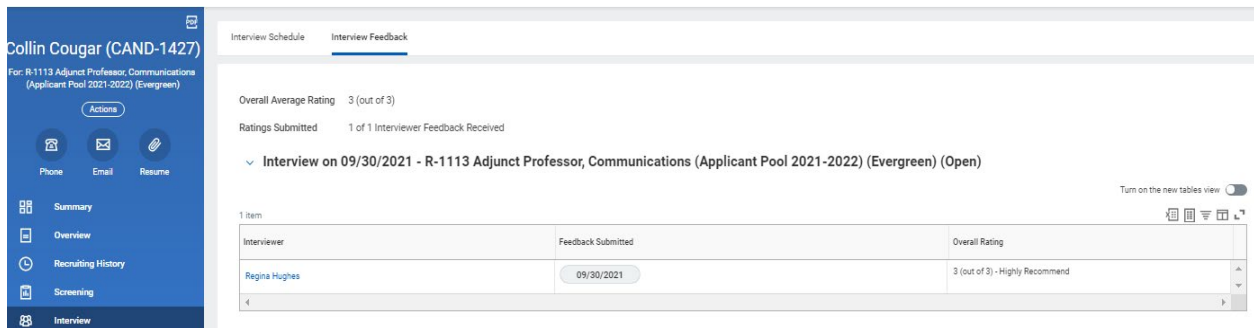
Recommend we hire this candidate

Overall Feedback

Overall Rating 3 - Highly Recommend



Note: If multiple interviewers were a part of the interview process, the hiring manager can view the feedback of other interviewers by going to the interview section on the candidate profile.



Collin Cougar (CAND-1427)
For: R-1113 Adjunct Professor, Communications (Applicant Pool 2021-2022) (Evergreen)

Interview Schedule Interview Feedback

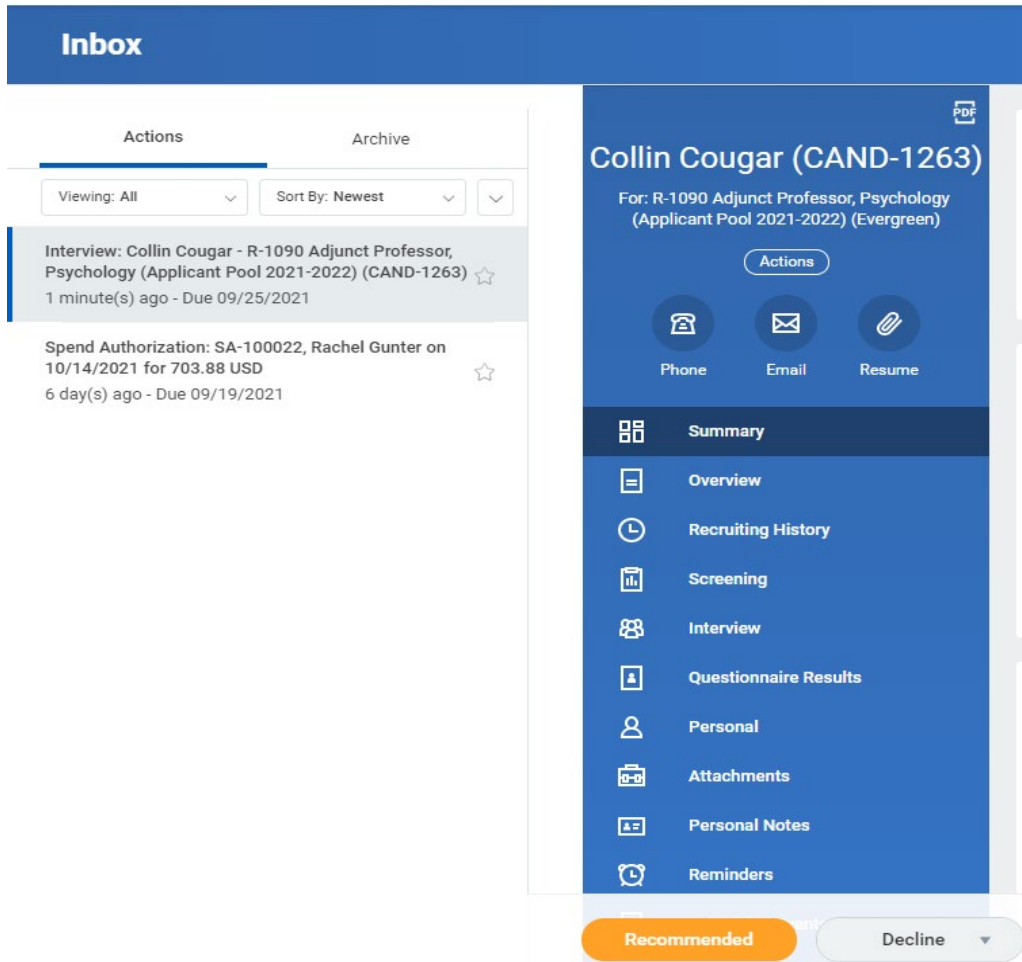
Overall Average Rating 3 (out of 3)

Ratings Submitted 1 of 1 Interviewer Feedback Received

Interview on 09/30/2021 - R-1113 Adjunct Professor, Communications (Applicant Pool 2021-2022) (Evergreen) (Open)

Interviewer	Feedback Submitted	Overall Rating
Regina Hughes	09/30/2021	3 (out of 3) - Highly Recommend

- 6. The hiring manager/ad hoc manager will receive an inbox task to provide their decision after the interview.



The screenshot shows a recruitment inbox interface. On the left, there is a list of tasks under the heading "Inbox". The first task is "Interview: Collin Cougar - R-1090 Adjunct Professor, Psychology (Applicant Pool 2021-2022) (CAND-1263)" with a star icon and a timestamp of "1 minute(s) ago - Due 09/25/2021". Below it is "Spend Authorization: SA-100022, Rachel Gunter on 10/14/2021 for 703.88 USD" with a star icon and a timestamp of "6 day(s) ago - Due 09/19/2021".

The main view shows a detailed task for "Collin Cougar (CAND-1263)" for the position "R-1090 Adjunct Professor, Psychology (Applicant Pool 2021-2022) (Evergreen)". It includes an "Actions" button and three icons: Phone, Email, and Resume. Below this is a "Summary" section with a list of options: Overview, Recruiting History, Screening, Interview, Questionnaire Results, Personal, Attachments, Personal Notes, and Reminders.

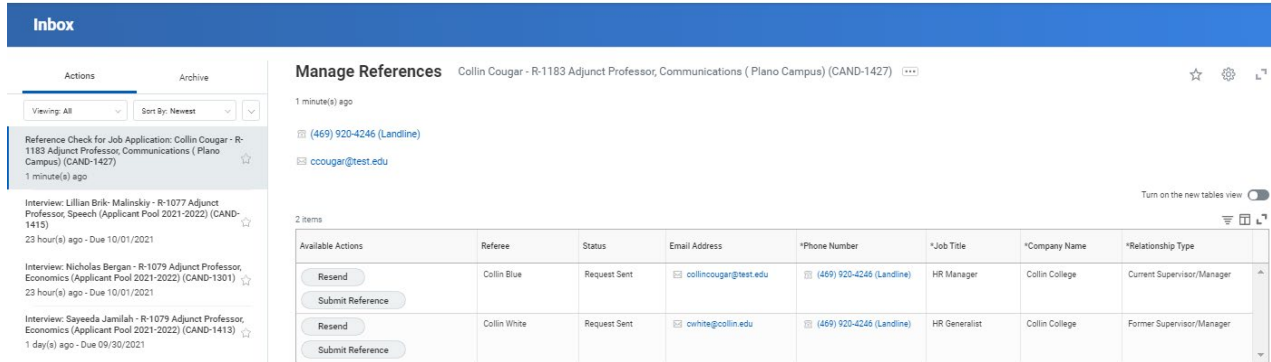
At the bottom of the task view, there are two buttons: "Recommended" (highlighted in orange) and "Decline" (with a dropdown arrow).

RECOMMENDED

The "Recommended" status is being used as a placeholder for the HRC to move the candidate to the campus-specific requisition. If a requisition is not created, one will be created.

REFERENCE CHECK

1. The external candidate will be sent a link to add reference contact information.
2. Once the references have been added by the candidate, the hiring manager will receive the “Manage Reference” inbox task.



The screenshot shows the 'Inbox' interface with a task titled 'Manage References' for 'Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)'. The task is 1 minute(s) ago and includes a phone number '(469) 920-4246 (Landline)' and an email address 'ccougar@test.edu'. Below the task details is a table with 2 items:

Available Actions	Referee	Status	Email Address	*Phone Number	*Job Title	*Company Name	*Relationship Type
Resend Submit Reference	Collin Blue	Request Sent	collincougar@test.edu	(469) 920-4246 (Landline)	HR Manager	Collin College	Current Supervisor/Manager
Resend Submit Reference	Collin White	Request Sent	cwhite@collin.edu	(469) 920-4246 (Landline)	HR Generalist	Collin College	Former Supervisor/Manager

3. The hiring manager will monitor the receipt of references via the “Manage Reference” task.

DO NOT click this task as complete if all the references have not been received.

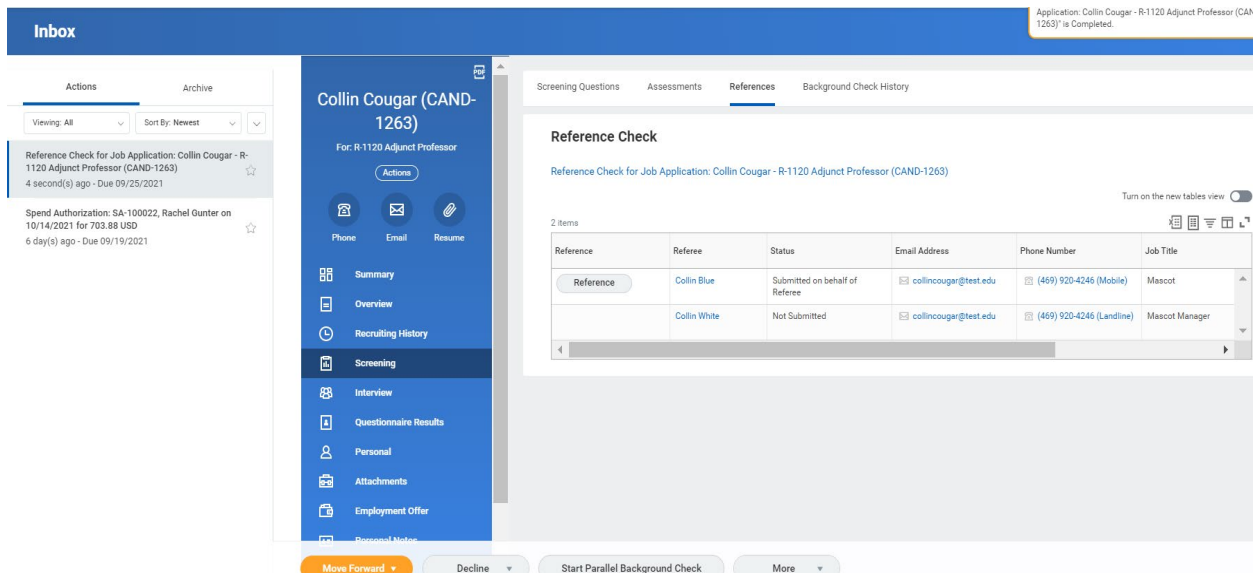
- a. The manager can resend the reference questionnaire to the referee.
- b. The manager can submit the reference letter on behalf of the referee.



Note: For internal candidates – the hiring manager will receive a To-Do item to upload a candidate reference from the current supervisor.

*To upload the documentation, go to the “Candidate profile” and select “Attachment.” Upload the attachment in the “Other Documents” section and label as “reference letter.”

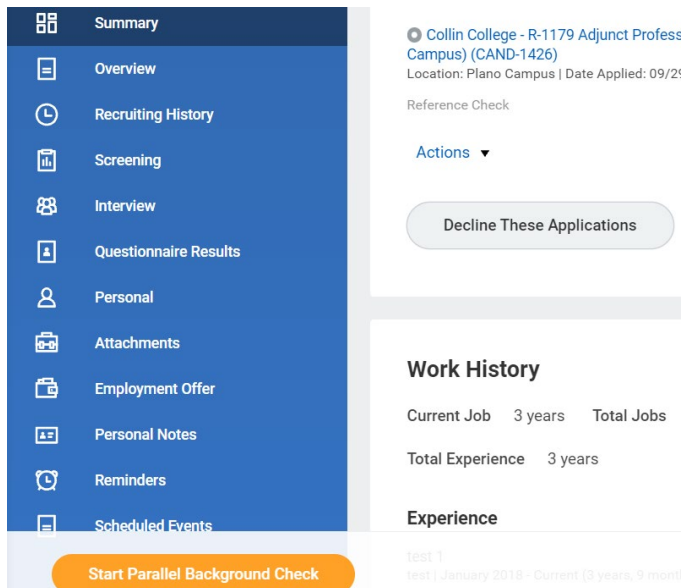
- 4. Managers can review references that have been submitted by the referees by going to the candidate's Profile > Screening > References.
- 5. Once the background has been completed, move candidate's status to "Background Check."



Reference	Referee	Status	Email Address	Phone Number	Job Title
Reference	Collin Blue	Submitted on behalf of Referee	collincougar@ttest.edu	(469) 920-4246 (Mobile)	Mascot
	Collin White	Not Submitted	collincougar@ttest.edu	(469) 920-4246 (Landline)	Mascot Manager

BACKGROUND CHECK

- 1. A parallel background check can be initiated while references are pending.



Collin College - R-1179 Adjunct Profess Campus) (CAND-1426)
Location: Plano Campus | Date Applied: 09/23

Reference Check

Actions

Decline These Applications

Work History

Current Job 3 years Total Jobs

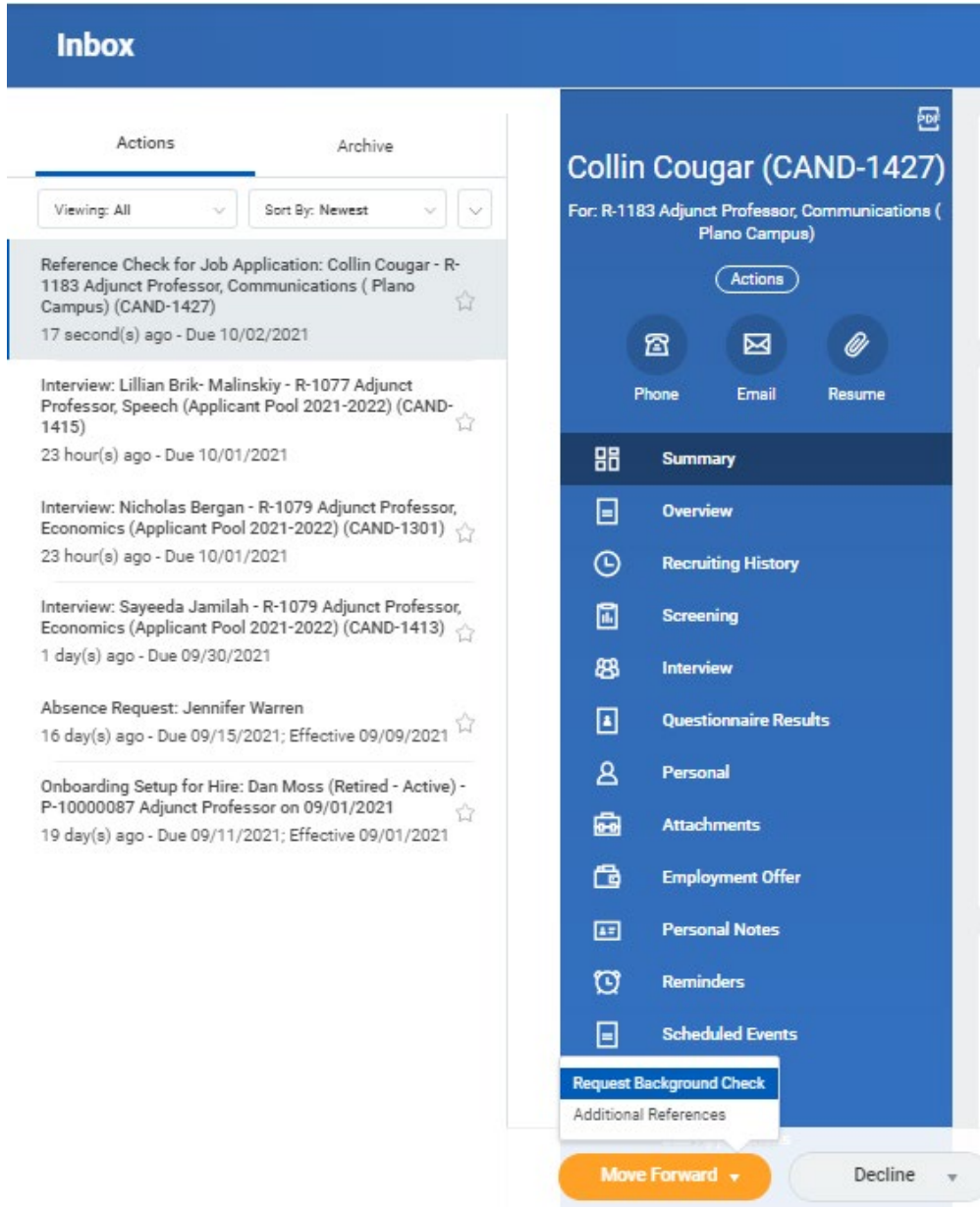
Total Experience 3 years

Experience

test 1
test | January 2018 - Current (3 years, 9 month)

Start Parallel Background Check

- Once references have been completed, you will receive an inbox task to move forward to background check.



The screenshot shows the 'Inbox' section of a recruitment system. On the left, a list of tasks is displayed, including a 'Reference Check for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)' which is highlighted. Below it are other tasks like 'Interview: Lillian Brik- Malinskiy', 'Interview: Nicholas Bergan', 'Interview: Sayeeda Jamilah', 'Absence Request: Jennifer Warren', and 'Onboarding Setup for Hire: Dan Moss'. The right side of the screen shows the profile for 'Collin Cougar (CAND-1427)' for the position of 'R-1183 Adjunct Professor, Communications (Plano Campus)'. It includes an 'Actions' menu with 'Phone', 'Email', and 'Resume' options. A 'Summary' sidebar lists various sections: Overview, Recruiting History, Screening, Interview, Questionnaire Results, Personal, Attachments, Employment Offer, Personal Notes, Reminders, and Scheduled Events. At the bottom, there are buttons for 'Request Background Check', 'Additional References', 'Move Forward', and 'Decline'.

OFFER LETTER

Recruitment:

Adjunct Faculty Recruiting Process



1. Your campus HRC will route the offer for approval once the background is completed.
2. The hiring manager and the dean will be required to approve the offer details before the offer letter is generated.



Note: Offer details will show \$0.00 in the “Review Offer” approval but will not be visible in the offer letter.

Review Offer for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)

22 seconds ago - Due 10/02/2021

For Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427) on 09/30/2021

Overall Process Offer for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)

Overall Status In Progress

Details to Review

Hire Date 09/30/2021

Hire Reason Hire Employee - New Hire - Not ERG/ TRS Rethire

Location Plano Campus

Proposed End Date 09/30/2021

Job Profile Adjunct Professor

Business Title Adjunct Professor

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours 19.5

FTE 48.75%

For Offer for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)

Effective Date 09/30/2021

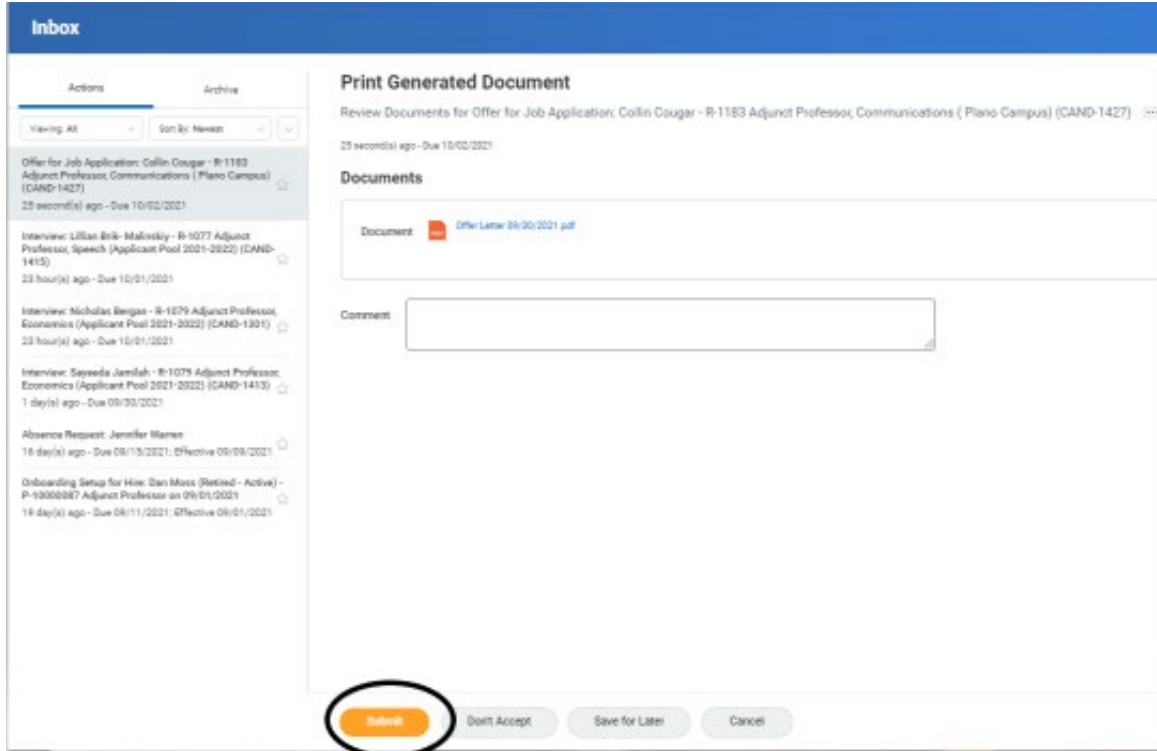
Total Base Pay Range 0.00 - 0.00 USD Annual

Totals 2 items

Compensation Basis	Current		Proposed		Frequency
	Total	Amount Increase	Total	Compensation	
Total Base Pay	0.00	0.00	0.00	USD	Annual

Buttons: Approve, Send Back, Save for Later, Cancel

3. Once the offer details have been approved, the offer letter will be generated and routed to the associate dean/director for final approval.



4. Once approved, the offer letter will be sent to the candidate for acceptance.



Dear Collin:

Collin College is pleased to inform you that you have been approved to be added to our active instructor pool and are now in consideration for teaching assignments as a part-time Adjunct Professor, Communications (Plano Campus). For information pertaining to pay rates, please contact your supervisor.

Remaining new-hire action items:

- In the next few days, you will receive an email with *employee Workday access details*. You will need to log in to the employee account to initiate and complete new-hire onboarding. Within onboarding, multiple documents need to be reviewed and signed prior to the start date.
- If you are not a current Collin College employee, the Form I-9 may be completed up to 90 days before your start date and no later than your first day of employment. Please remember to bring supporting documentation necessary to complete your I-9. Please contact us at 972-985-3783.

If you have any questions, please contact the HR department at 972-985-3783.

Sincerely,

Jaslyn Lue
HR Consultant
Collin College Human Resources

Collin College is an at-will employer.