



## Q & A Adjunct Hiring Process

### **How are pools created?**

Pools for larger discipline such as Math and English will automatically be created by HR and will be ongoing. For smaller disciplines, department chairs must submit a request to HR to form a pool. How the job announcement is submitted to HR is a local decision.

### **Do all disciplines need to utilize a pool?**

Department chairs are not required to utilize the pool unless new adjuncts are needed to fill assignments. Per the contract, before new adjuncts are hired, all available classes must first be offered to adjuncts on the seniority list.

### **What is the timeframe for job announcements?**

Depending on the discipline, job announcements may be opened for a set timeframe or “open until filled.” For disciplines requesting a set timeframe, HR will monitor applications and may request extending a deadline if a particular recruitment does not yield a sufficient pool of applicants. Pools may also be reopened at a later date if needed.

### **Who should apply?**

The adjunct hiring process primarily applies to new applicants who currently do not work for LACCD. Adjuncts who already work within the district and wish to work at a different location (college) may apply and indicate their location(s) of interest. Although interviews are strongly recommended, colleges may hire adjuncts working for another LACCD college without conducting an interview. All adjuncts will apply to Cornerstone.

### **Will applicants be in the pool indefinitely?**

No. Applicants will be notified upon applying that their application will only be active for one year and will need to reapply.

### **How soon will job announcements be posted?**

The pools for the larger disciplines will be posted once the disciplines are identified. HR will post all other job announcements within one week of receipt.

### **How will adjunct hiring committees access the pools?**

Committees will need to request access to the pools. Access to Cornerstone will be granted by Shawn Tramel in HR once all members of the hiring committee have signed EEO paperwork.

### **Who will check and clear MQs?**

The hiring committee, prior to inviting candidates for an interview, must check MQs. Once the committee has made a selection of whom to hire, the committee chair and Dean should review official transcripts and have the applicant complete the applicant/selection packet. The complete applicant/selection packet should be submitted to HR who will conduct the final MQ clearance.

HR must clear Livescan, I-9, TB test and all other required paperwork before employees can begin their assignment.

In order to ensure the timely processing of adjunct hires for the start of the Fall semester, it is recommended that colleges plan their interview/selection process so that complete selection packets are received in HR no later than the first week in August 2017.

### **Recommended Timeline for Recruitment, Interview and Selection Process**

<b>College Prioritizes Recruitments</b>	Sends to HR within 1 week
<b>Recruitment Received</b>	Timeframe 3-4 weeks or "open until filled"
<b>Post Online</b>	3-5 business days after recruitment is received
<b>Committee Selection</b>	College selects committee, interview questions, EEO Rep.
<b>Candidate Pool Released</b>	3-5 business days after recruitment closes
<b>Review and Clear selection</b>	5-7 business days after complete selection packet is received