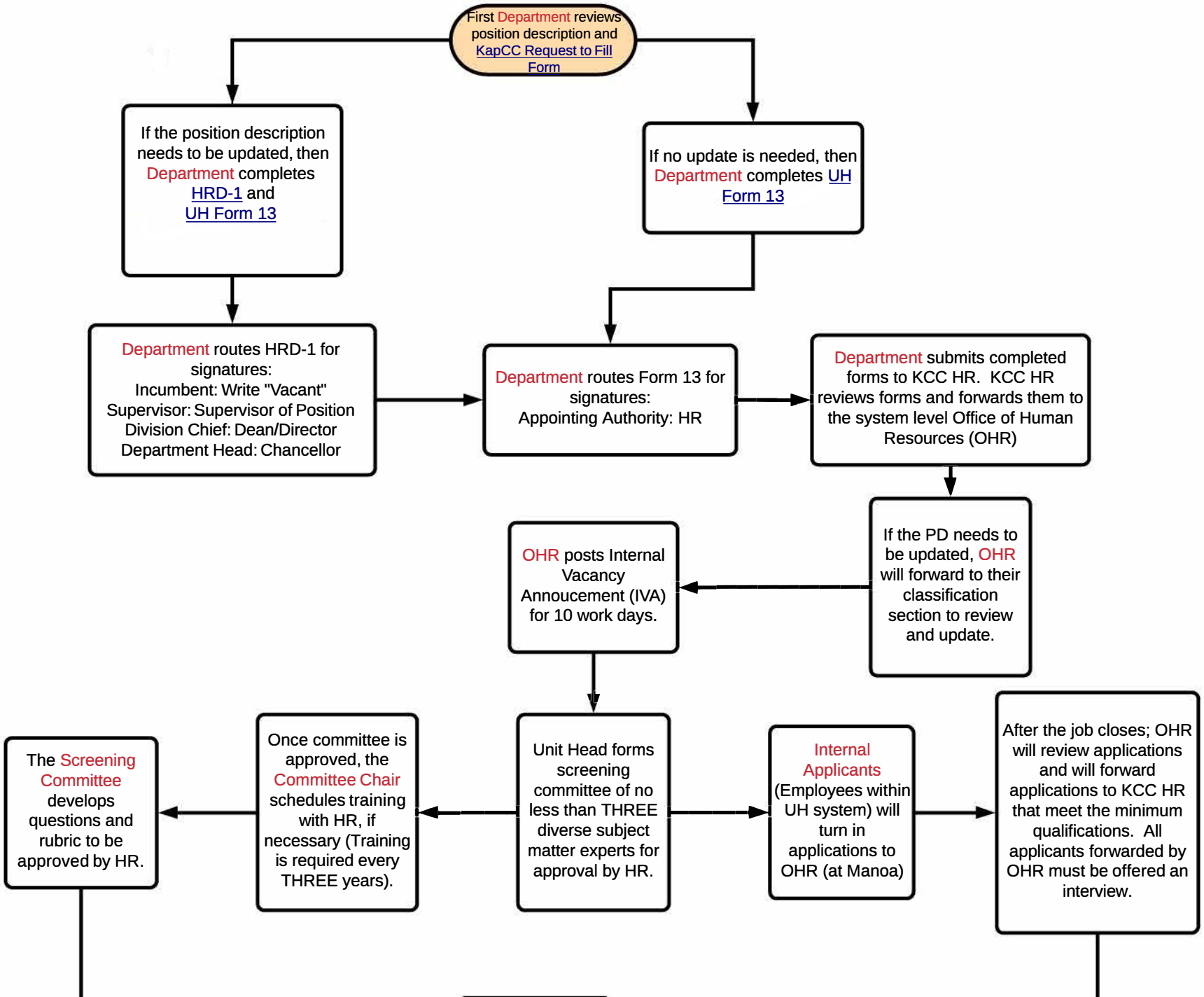
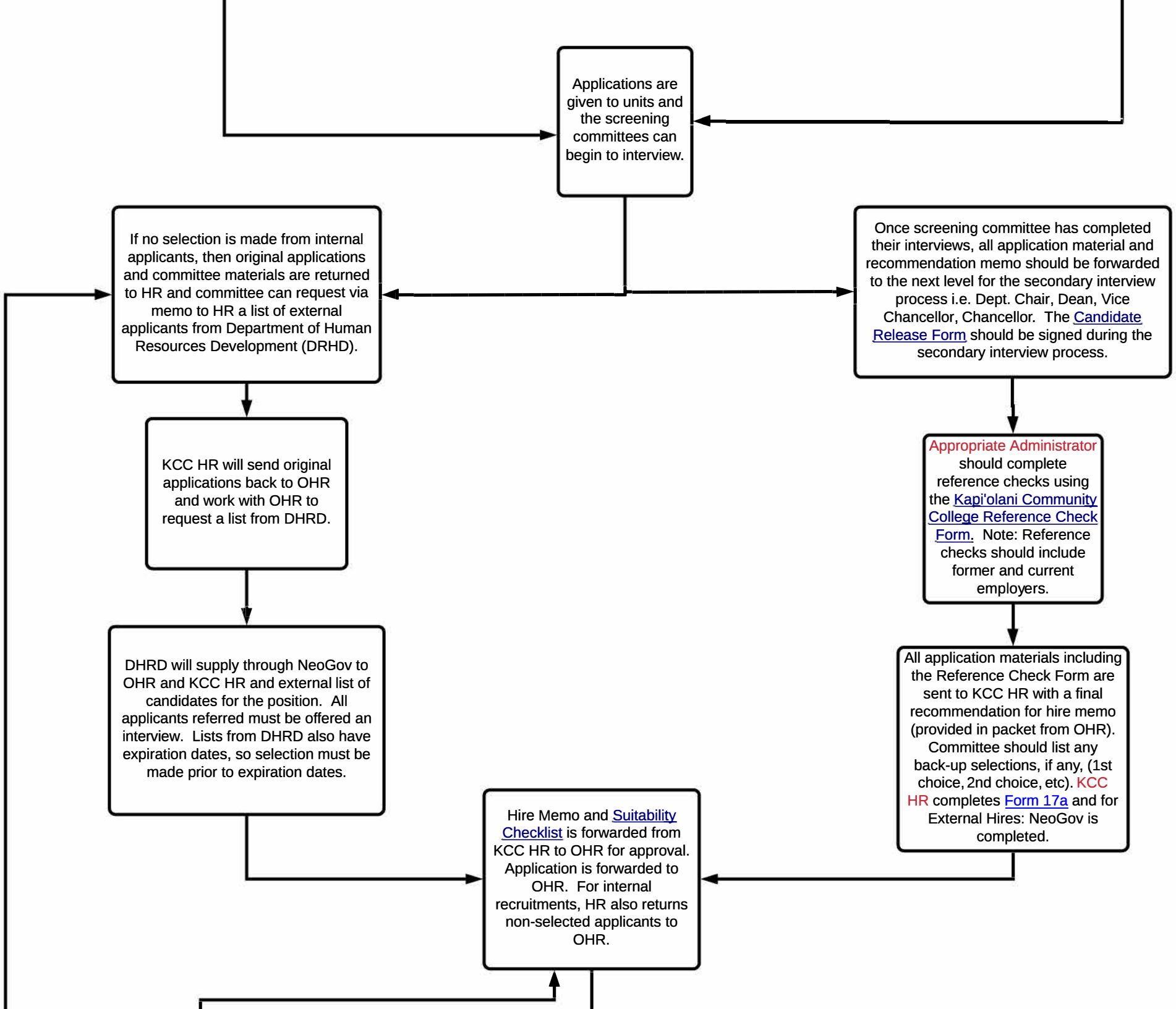
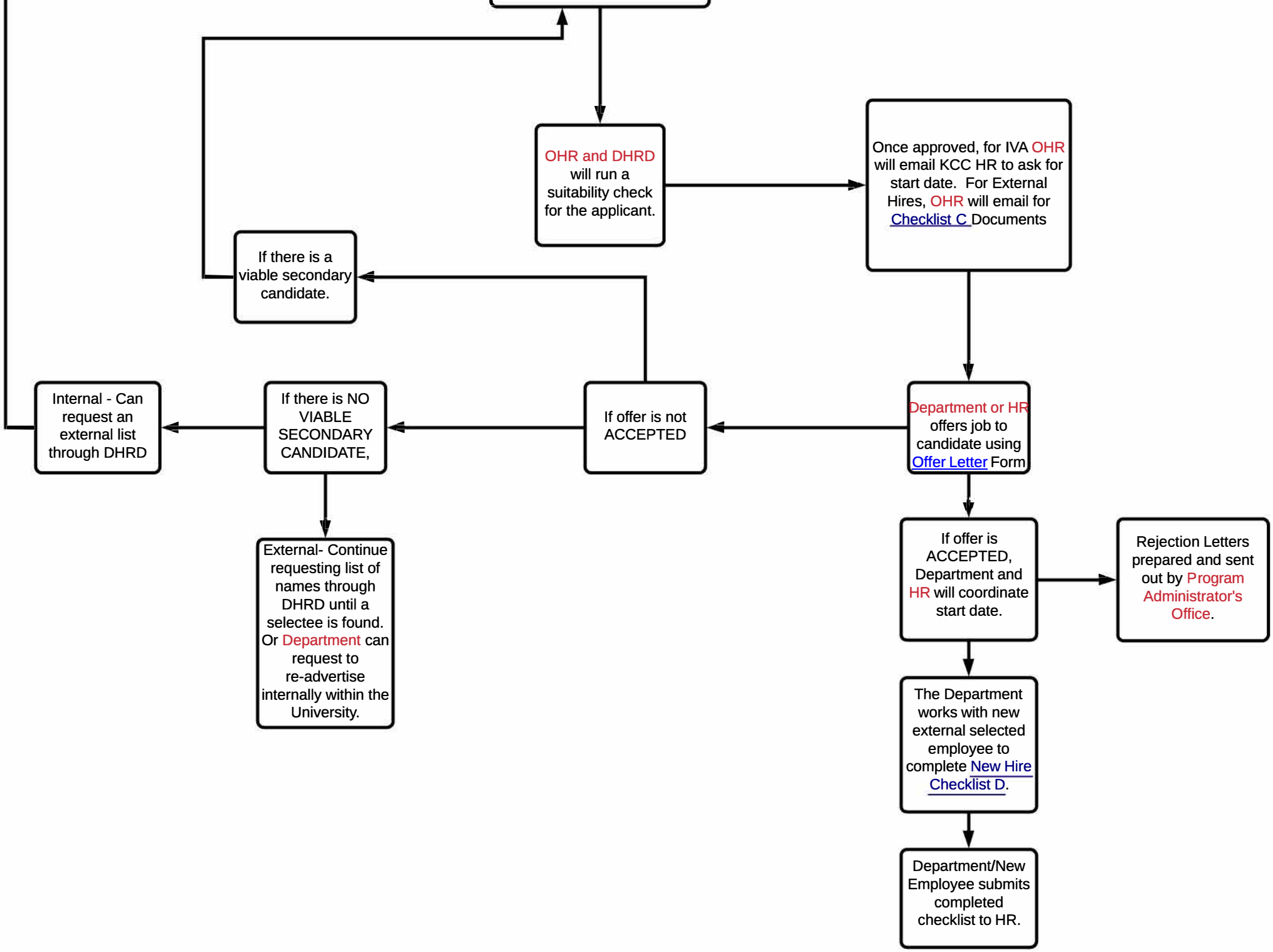
New Hire Civil Service Flow Chart




Applications are given to units and the screening committees can begin to interview.
If no selection is made from internal applicants, then original applications and committee materials are returned to HR and committee can request via memo to HR a list of external applicants from Department of Human Resources Development (DRHD).
Once screening committee has completed their interviews, all application material and recommendation memo should be forwarded to the next level for the secondary interview process i.e. Dept. Chair, Dean, Vice Chancellor, Chancellor. The Candidate Release Form should be signed during the secondary interview process.
KCC HR will send original applications back to OHR and work with OHR to request a list from DHRD.
Appropriate Administrator should complete reference checks using the Kapi'olani Community College Reference Check Form. Note: Reference checks should include former and current employers.
DHRD will supply through NeoGov to OHR and KCC HR and external list of candidates for the position. All applicants referred must be offered an interview. Lists from DHRD also have expiration dates, so selection must be made prior to expiration dates.
All application materials including the Reference Check Form are sent to KCC HR with a final recommendation for hire memo (provided in packet from OHR). Committee should list any back-up selections, if any, (1st choice, 2nd choice, etc). KCC HR completes Form 17a and for External Hires: NeoGov is completed.
Hire Memo and Suitability Checklist is forwarded from KCC HR to OHR for approval. Application is forwarded to OHR. For internal recruitments, HR also returns non-selected applicants to OHR.


OHR and DHRD will run a suitability check for the applicant.
Once approved, for IVA OHR will email KCC HR to ask for start date. For External Hires, OHR will email for Checklist C Documents
If there is a viable secondary candidate.
Internal - Can request an external list through DHRD
If there is NO VIABLE SECONDARY CANDIDATE,
If offer is not ACCEPTED
Department or HR offers job to candidate using Offer Letter Form
External- Continue requesting list of names through DHRD until a selectee is found. Or Department can request to re-advertise internally within the University.
If offer is ACCEPTED, Department and HR will coordinate start date.
Rejection Letters prepared and sent out by Program Administrator's Office.
The Department works with new external selected employee to complete New Hire Checklist D.
Department/New Employee submits completed checklist to HR.