Casual Hire Flow Chart

Department checks Interim process* Completes KapCC Request to Fill Form, creates HireNet Ad to generate HireNet Ad Number. The open Ad date should be 4-6 weeks ahead to allow Form 20 to route for signatures

Department routes completed Form 20 (on yellow paper) & include HireNet Ad for approval signatures:
1st: Department Chair/Coordinator
1B: Principal Investigator
2nd: Vice Chancellor/Dean/Director
3rd: Fiscal Administrator
4th: Chancellor

Department submits Form 20 to HR with copy of HireNet Ad

Once approved the HireNet Ad will be posted on HireNet website (for a minimum of 3 workdays).

After Ad closes, allow a 5 workday waiting period. Hiring Supervisor will review applicants using Casual Appt HireNet Screen Grid.

Supervisor will hold interviews with all applicants who meet MQs

Select Applicant & make offer

Offer accepted?

YES

Is there a viable alternative candidate?

YES

NO

Department sends completed HireNet Screening Grid (indicating selectee has declined offer) to HR. Additionally, email HR and indicate how long to repost the Ad. (minimum 3 workdays)

NO

YES

- The Department works with new employee to complete New Hire Checklist
- Send Regret Letter to other applicants. Keep copies with other casual recruitment items in Department for 3 years

Department/Employee submits completed checklist documents, Form 20, HireNet Screening Grid & Recommendation to Fill to HR.
- If working 20hrs/week or less appt period can be up to 1 year.
- If working more than 20hrs/week, appt CANNOT exceed 89 calendar days.
- If an employment type other than Faculty that is home based at KapCC and the selectee is from a different department/campus a request to Hire Form is required