Hiring Process for Temporary, Student Employees and Associate Faculty

Temporary Employees

- Post temporary position in PeopleAdmin (optional).
  - Contact HR for information needed to post position.
- The department supervisor can hold an interview with the applicant/s.
- The department supervisor determines who to hire.
- Once the department determines who they are hiring, have the employee fill out the temporary employment packet.

Student Employees

- Positions are posted by the Career Center on Handshake.
- Students can view other job openings that are not at CR.
- Students can search "College of the Redwoods" to only view jobs available at CR.
- Students can activate their Handshake account via the MYCR Portal (Apps, yellow/green square w/ black H).
- The department supervisor can review applications and manage their job posting on Handshake.
- After reviewing applicants, the department can hold an interview with the student and choose who to hire.
  - Departments can notify students that do not get the job via Handshake.
- Once the department determines who they are hiring, have the student fill out the student employment packet.

Associate Faculty

- Deans/Directors request to have the position posted on PeopleAdmin when needed.
  - No requisitions are required.
- Applicants fill out application online.
- Deans/Directors initiate MQ process when they are ready to hire.
- Applicant pools stay open unless the dean/director asks for the position to be closed.
- New associate faculty are hired on a semester per semester need basis.