



NAVARRO COLLEGE

Part-time Hiring Checklist

Date or N/A

Procedures

Post position or advertise using current Job Description

Review applications on Blackboard and determine all who meet the minimum requirements as stated in the job description

Conduct Interviews

For faculty, complete certification of credential form and request official transcripts if using copies to credential. Attach certification form to this checklist along with any supporting documents.

For non-faculty, fill out Selection Justification form and attach supporting documentation.

If applicant will need Colleague access, please notify H/R prior to their appointment to complete new hire paperwork.

Instruct selected applicant to make appointment to complete new hire paperwork at the campus of their choice.

Ideal Start Date

Name of Selected Applicant

**Send this form and other required documents to H/R upon completion*