



Mississippi Delta Community College Official Hiring Process Checklist

1. Pre-Posting Phase

- ☐ Obtain permission from the President to initiate the hiring process.
 - ☐ Hiring Chair submits the proposed Interview Committee for approval.
 - ☐ President reviews and either approves or denies the Interview Committee.
 - ☐ If approved, the President notifies the Human Resources Director.
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2. Job Posting

- ☐ Human Resources posts the job **internally for 7 calendar days**.
 - ☐ Human Resources posts the job **externally for 15 calendar days**.
 - ☐ Position remains open until the designated application deadline.
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3. Application Distribution

- ☐ Upon closing of the job posting, Human Resources sends all applications to the Hiring Chair.
 - ☐ Hiring Chair requests Human Resources to distribute applications to the approved Interview Committee members.
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4. Interview Committee Setup

- ☐ Ensure the Interview Committee includes **at least 5 members**.
- ☐ Ensure the Interview Committee includes a **maximum of 7 members**.
- ☐ Confirm the Interview Committee has an **odd number of members**.
- ☐ Hiring Chair schedules interviews with eligible candidates.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

5. Interview & Evaluation

- ☐ Each committee member signs the **Committee Release Form**.
- ☐ Each committee member completes a **Qualifications Checklist** for each applicant.
- ☐ Each committee member completes a **Tally Sheet** for each applicant.
- ☐ Each committee member completes an **Employment Analysis Form** for each applicant.
- ☐ Each applicant must submit a copy of required identification, such as a **driver's license, Social Security card, valid visa, or passport**.
- ☐ All evaluation forms must be completed, including for candidates who did not attend or participate in the interview process.

6. Post-Interview Recommendation

The Hiring Chair compiles and submits a comprehensive hiring packet to the Office of Human Resources, including:

- ☐ **Request to Hire Form** (formal recommendation)
- ☐ **Employment Reference Form(s)**
- ☐ **Printed Application** of the selected candidate
- ☐ **Job Description (NOT NOTICE OF VACANCY)**
- ☐ **Candidate Résumé**
- ☐ **Transcripts, certifications, or licenses** (if applicable)

7. Final Approval

- ☐ Submit the completed hiring packet to the **HR Director**.
 - ☐ Upon review, the HR Director forwards the packet to the **President**.
 - ☐ President issues the final **approval or denial** of the hiring recommendation.
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